



***Montana Department
of Transportation***

Fuel Tax Management and Analysis Bureau

Motor Fuels Licensing/Reporting Guidelines

January 2006

ANSI ASC X12 V.4030 – Version 1.0

Table of Contents

Chapter 1 - Introduction.....	1-1
Montana's Fuel Definitions	1-1
Chapter 2 – Gasoline/Special Fuel Distributor License	2-3
Who is required to be licensed?.....	2-3
Who may choose to be licensed?.....	2-3
Getting Licensed.....	2-3
What are Montana's Bonding requirements?	2-3
Who is required to report?	2-3
Chapter 3 - Reporting Flow.....	3-5
Chapter 4 - Schedule Descriptions	4-7
Chapter 5 –Reporting Methods.....	5-9
ANSII X12 Electronic Reporting Format.....	5-9
<i>X12 Attribute and Separator Conventions.....</i>	<i>5-9</i>
<i>X12 Transaction Set 813 EDI Reporting Structure</i>	<i>5-10</i>
<i>Montana X12 813 Map Flow.....</i>	<i>5-11</i>
<i>X12 813 EDI Map.....</i>	<i>5-12</i>
Interchange Control Header Description	5-12
Functional Group Header Description	5-13
Transaction Set Header Description	5-13
Transaction Set - Report Information	5-19
Summary Information.....	5-22
Schedules.....	5-25
Transaction Set Trailer Description	5-32
Functional Group Trailer Description.....	5-32
Interchange Control Trailer Description	5-32
Sample File	5-33
WEB Reporting Method.....	5-34
<i>No Activity Report</i>	<i>5-41</i>
<i>How to report with Schedules.....</i>	<i>5-46</i>
<i>Credits</i>	<i>5-56</i>
<i>Certifying Your Report</i>	<i>5-57</i>
<i>Viewing and Printing Report Summary.....</i>	<i>5-59</i>
<i>Un-certifying Your Report.....</i>	<i>5-61</i>
<i>Printing Schedules for Current Report.....</i>	<i>5-63</i>
<i>Printing Prior Period Report Summaries.....</i>	<i>5-65</i>
<i>Print Prior Period Report Schedules.....</i>	<i>5-68</i>
<i>Leaving the System</i>	<i>5-70</i>
Paper Forms Reporting Method (MDT forms only).....	5-71
Chapter 6 - File Transfer Method.....	6-79
Appendix A - USA States, Canadian Provinces/Territories and Mexican States Codes ..	A-83
Appendix B - Trading Partner Agreement	B-85
Appendix C - Electronic Funds Transfer (EFT) Agreement.....	C-88

References

FTMA	Fuel Tax Management & Analysis Bureau Montana Department of Transportation Phone: (406) 444-7276 Email: mdtedi@mt.gov World Wide Web site: www.mdt.mt.gov
Montana Codes Annotated	World Wide Web site: http://data.opi.mt.gov/bills/mca_toc/index.htm
ASC X12	The Accredited Standards Committee Subcommittee - X12G – Government Task Group 2 (X12G/TG2) Tax Information Interchange Development TIGERS World Wide Web site: http://www.x12.org
ASC X12 Standards Manual	Publications Manager, Publications Department Data Interchange Standards Association (DISA) 333 John Carlyle Street, Suite 600, Alexandria, VA 22314 Phone: 703-548-7005 FAX: 703-548-5738 E-mail: publications@disa.org World Wide Web site: http://www.disa.org
W3C XML Standards	World Wide Web Consortium World Wide Web site: http://www.w3.org/
FTA Uniformity Guide	Motor Fuel Tax Section, Uniformity Project Federation of Tax Administrators (FTA) 444 N. Capitol St., NW, Washington, DC 20001 Contact: Cindy Anders-Robb Phone: (307) 632-4144 Fax: (307) 632-3234 E-mail: cindy.anders-robb@taxadmin.org World Wide Web site: http://www.taxadmin.org

Chapter 1 - Introduction

The Montana Department of Transportation (MDT) collects all state taxes on motor fuel distributed within the state, resulting in generation of approximately \$180 million annually in total revenue. Most of this revenue provides the state match for federal highway special revenue funds; the remainder is used by various state agencies for transportation-related improvements within the state and to fund MDT.

MDT has adopted the Federation of Tax Administrators (FTA), Motor Fuels Tax Section, Uniformity Project standards. These standards define the methods for reporting information on the movement and distribution of motor fuels. These guides can be found at <http://www.taxadmin.org/fta/mf/uniformity.html>. These methods have made it easier for the motor fuels industry to accurately report and for the states to efficiently process information and taxes.

Montana's point of taxation for gasoline and special fuel is at the distributor level. Licensed distributors report their fuel activity using FTA Uniform forms. Montana's reporting forms are available at <http://www.mdt.mt.gov/publications/forms.shtml#fuel>.

There are three ways to report to Montana:

1. ANSI X12 Electronic File format;
2. WEB entry screens;
3. Paper forms (MDT Forms only).

Montana's Fuel Definitions

Aviation Fuel: means gasoline or any other liquid fuel by whatever name the liquid fuel may be known or sold, compounded for use in and sold for use in aircraft, including but not limited to any and all gasoline or liquid fuel meeting or exceeding the minimum specifications prescribed by the United States for use by its military forces in aircraft.

Special Fuel: Those combustible gases and liquids commonly referred to as diesel fuel or any other volatile liquid of less than 46 degrees A.P.I. gravity test, except lpg, when actually sold for use in motor vehicles operating upon the public roads and highways within the state of Montana. The term "special fuel" includes bio-diesel and additives of all types when the additive is mixed or blended into special fuel, regardless of the additive's classifications or uses.

Gasoline: includes (i) all petroleum products commonly or commercially known or sold as gasoline, including casing head gasoline, natural gasoline, aviation fuel, and all flammable liquids composed of a mixture of selected hydrocarbons expressly manufactured and blended for the purpose of effectively and efficiently operating internal combustion engines; and (ii) except for alcohol blended into gasohol, any other type of additive when the additive is mixed or blended into gasoline, regardless of the additive's classifications or uses.

Gasohol: means a fuel blend containing at least 10% alcohol, with the balance being gasoline and other additives. Gasohol is also known as "E-10".

Fuel Type	Tax Rate	Tax Rate For Licensed Distributors	Montana Petroleum Storage Cleanup Fee	Exemption Information
Gasoline Gasohol	.27	.2673 (.27 less the 1% collection allowance)	.0075	Exempt from tax and cleanup fee if exported or sold to another licensed distributor.
Aviation	.04	.04	.0075	Exempt from tax and cleanup fee if exported or sold to another licensed distributor. Jet fuel sold directly to the federal defense fuel supply center is exempt from 4-cent tax and the cleanup fee.
Diesel- undyed	.2775	.2747 (.2775 less the 1% collection allowance)	.0075	Exempt from tax and cleanup fee if exported or sold to another licensed distributor. Exempt from cleanup fee if sold to a federal defense fuel supply center or a railroad.
Diesel - dyed	-0-	-0-	.0075	Exempt from cleanup fee if exported or sold to another licensed distributor. Exempt from cleanup fee if sold to a federal defense fuel supply center or a railroad.

Chapter 2 – Gasoline/Special Fuel Distributor License

Who is required to be licensed?

Montana requires the following entities to hold a Gasoline/Special Fuel Distributor License:

- a person who engages in the business in this state of producing, refining, manufacturing, or compounding gasoline or special fuel for sale, use, or distribution;
- a person who imports gasoline or special fuel into Montana for sale, use, or distribution.

Who may choose to be licensed?

A person who engages in the wholesale distribution of gasoline and/or special fuel in this state to assume the Montana State fuel tax liability. The term "wholesale distribution" does not include a parent corporation or company that sells gasoline, special fuel, or aviation fuel only to its wholly owned subsidiary service stations. Montana ARM 18.9.108

A person who exports fuel to another state or province to exempt the fuel from the Montana State fuel tax.

Getting Licensed

Distributor license forms are available on the Internet at <http://www.mdt.mt.gov/publications/forms.shtml#fuel>

Forms needed are:

- Application for Gasoline/Special Fuel Distributor License
- Surety Bond-Gasoline/Special Fuel Distributor License
- A distributor who chooses to become licensed under the wholesaler option must also submit the Supplemental-Application for Gasoline/Special Fuel Distributor License.

All application and bond forms must be filled out completely.

What are Montana's Bonding requirements?

Minimum bonding amount for distributors licensed under the importer and/or exporter option is \$25,000.00 or twice the monthly estimated tax liability, whichever is greater, up to \$100,000.00.

Minimum bond requirement for all other distributors is twice the monthly estimated tax liability up to \$100,000.00.

Who is required to report?

All Montana licensed Gasoline/Special fuel distributors must file a report regardless of their fuel activity. Cancellation of the distributor license must be made in writing.

What is the due date for the tax report?

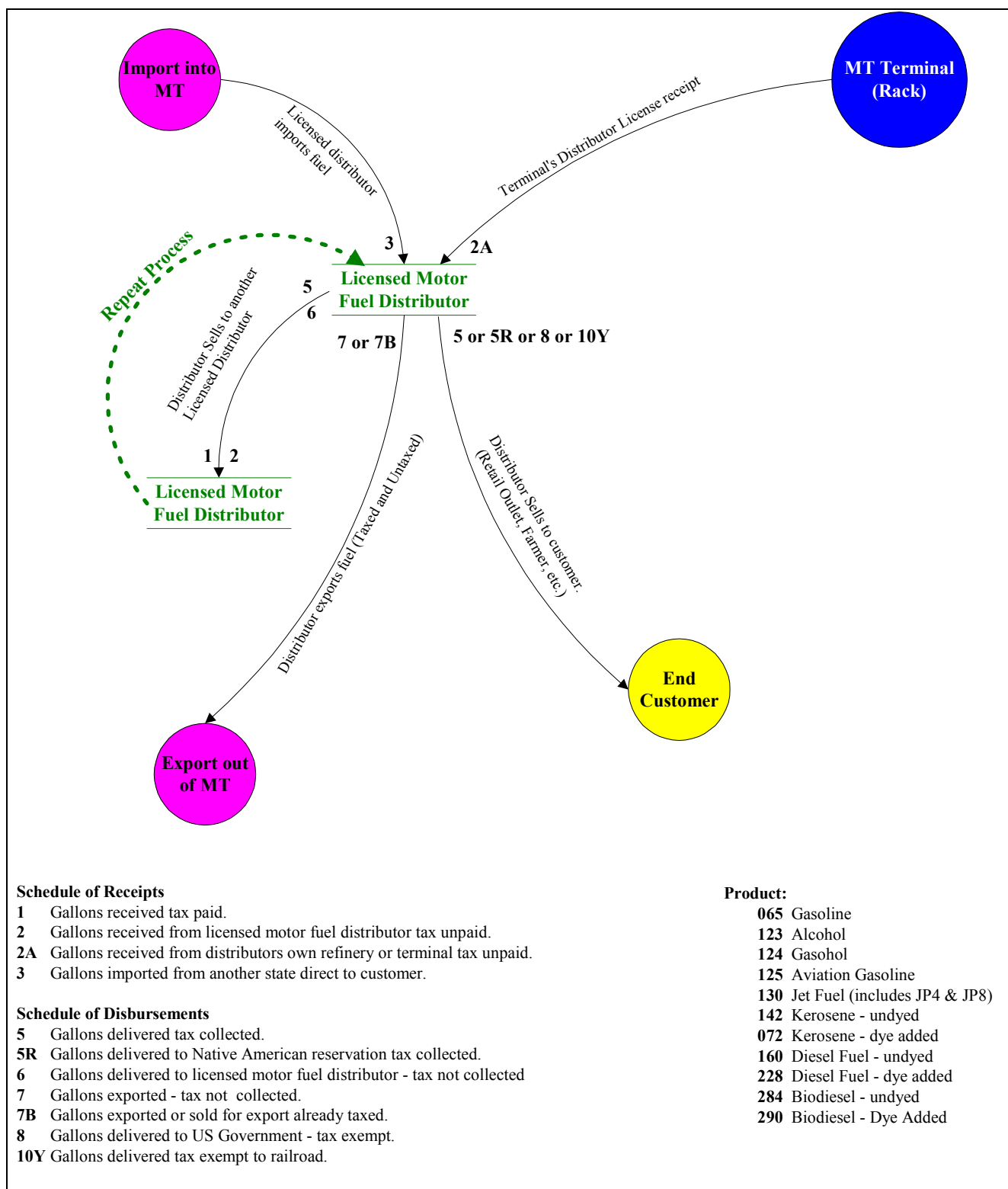
Tax reports for the preceding month are due and need to be postmarked by the 25th of the month except when the 25th falls on a weekend or holiday. When this happens, the due date becomes the next business day after the 25th. For example, September 2003 report were be due and had to be postmarked on or before October 27, 2003. You are required to file a report regardless if you have had any fuel activity or not.

Montana Gasoline/Special Fuel Distributors monthly paper reporting forms are available on the Internet at <http://www.mdt.mt.gov/publications/forms.shtml#fuel>. All information on the schedules is required.

Incentive to pay electronically:

Montana offers electronic tax payments made either by ACH Credit or ACH Debit. If you pay your taxes by one of these methods, the due date for the tax payment is 5 days after the 25th. When that 5th day falls on a weekend or holiday, the due date becomes the first business day after that 5th day. The due date for the tax report remains the same regardless of how payment of tax is made.

Chapter 3 - Reporting Flow



Chapter 4 - Schedule Descriptions

The tax on motor fuel in Montana is owed when the fuel has been distributed. This means that when the fuel is withdrawn from the terminal or refinery by means other than pipeline for use or sale in the state. The fuel must be withdrawn by a licensed distributor. Tax is due on the fuel when the distributor sells the fuel to an unlicensed party, places the fuel into storage tanks or the fuel arrives in the state and is brought to rest (such as in a railcar to be offloaded in trucks or vehicles).

Receipts

Schedule 1 – Gallons received tax paid. A Montana licensed motor fuels distributor reports a schedule 1 when receiving tax paid fuel from another Montana licensed motor fuels distributor or terminal.

Schedule 2 – Gallons received from licensed motor fuel distributor tax unpaid. A Montana licensed motor fuels distributor reports a schedule 2 when receiving motor fuel with Montana taxes **not** paid from another licensed distributor or a terminal. If the fuel is placed in the receiving distributor's bulk storage or delivered to a non-licensed distributor, the tax is owed by the receiving distributor.

Schedule 2A – Gallons received from distributors own refinery or terminal tax unpaid. A Montana licensed motor fuels distributor who owns a refinery or terminal reports a schedule 2A on their motor fuels distributor return when they withdraw fuel from the refinery or terminal.

Schedule 3 – Gallons imported from another state direct to customer. A licensed distributor reports a schedule 3 when importing fuel from another state or Canada.

Disbursements

Schedule 5 – Gallons delivered tax collected. A Montana licensed distributor reports a schedule 5 when delivering fuel tax paid. The distributor does not report tax paid disbursements from their own bulk storage.

Schedule 5R – Gallons delivered to Native American reservation tax collected. A Montana licensed distributor reports schedule 5R for all tax paid fuel delivered on a Native American reservation.

Schedule 6 – Gallons delivered to licensed motor fuel distributor - tax not collected. A Montana licensed motor fuel distributor reports a schedule 6 when they deliver the fuel to another licensed distributor without collecting the Montana Tax.

Schedule 7 – Gallons Exported – tax not collected. A Montana licensed motor fuel distributor reports a schedule 7 when they pick up a load of fuel originating at a Montana terminal and export it to another state or province. This information will be reported to the destination state or province by Montana.

Schedule 7B – Gallons exported or sold for export already taxed. A Montana licensed motor fuel distributor reports a schedule 7B when they export fuel from a storage facility in Montana and Montana taxes were paid. The clean up fee is not credited on this fuel. This information will be reported to the destination state or province by Montana.

Schedule 8 – Gallons delivered to US Government – tax exempt. This applies to jet fuel and diesel fuel only. A licensed distributor reports a schedule 8 when the jet fuel and/or diesel fuel is delivered and sold to the Federal Defense Fuel Supply Center in Montana. Clear diesel fuel is exempt from cleanup fee only. Jet fuel and dyed diesel are exempt from both tax and cleanup fee.

Schedule 10Y – Gallons delivered tax exempt to railroads. (Cleanup Fee Only) This applies to diesel fuel only. A licensed distributor uses a schedule 10Y when delivering clear or dyed diesel fuel to the railroads.

Carrier Deliveries

Schedule 14A - Carrier deliveries in another state or province (export). A carrier uses schedule 14A to report fuel delivered to another state or province. This shows all fuel exported from Montana.

Schedule 14B - Carrier deliveries received from another state or province (import). A carrier uses schedule 14B to report fuel hauled from another state or province into Montana. This shows all fuel imported into Montana.

Chapter 5 –Reporting Methods

ANSII X12 Electronic Reporting Format

X12 Attribute and Separator Conventions

Attributes

Attribute	Definition
Data Element Type	<p>Nn – Numeric Numeric type data element is symbolized by the two-position representation (Nn). N indicates a numeric, and n indicates the decimal places to the right of a fixed, implied decimal point. N0 (N Zero) is a numeric with no decimal places.</p> <p>R – Decimal (Real) The decimal point is optional for integer values, but is required for fractional values. For negative values, the leading minus (-) sign is used. Absence of this sign indicates a positive value. The plus (+) sign should not be transmitted.</p> <p>ID – Identifier An identifier data element must always contain a value from a predefined list of values that is maintained by ASC X12 or by other bodies that are recognized by ASC X12.</p> <p>AN – String A string (Alphanumeric) is a sequence of any characters from the basic or extended character sets. It must contain at least one non-space character. The significant characters must be left justified. Leading spaces, if any, are assumed to be significant. Trailing spaces should be suppressed.</p> <p>DT – Date Format for the date type is CCYYMMDD. CC is the century digits of the year (ex. 19, 20). YY is the last two digits of the year (00-99), MM is the numeric value of the month (01-12), and DD for the day (01-31).</p> <p>TM – Time Format for the time type is HHMMSS, expressed in 24-hour clock format. HH is the numeric value for hour (00-23), MM for minute (00-59), and SS for second (00-59).</p>
Requirement Designator	<p>Defines how the data element is used in a segment.</p> <p>M Mandatory data element - This element is required to appear in the segment.</p> <p>O Optional data element - The appearance of this data element is at the option of the sending party or is based on a mutual agreement of the interchange parties.</p> <p>X Relational data element - Relational conditions may exist between two or more data elements. If one is present the other/s is required. The relational condition is displayed under the Syntax Noted of the X12 Standards.</p>
Data Element Length	The number of character positions assigned to a data element. Example: Data element length of 2/10. You must have at least 2 characters but no more than 10 characters for this element (minimum of 2/ maximum of 10).
Semantic Note Designator	<p>Z – Designator A data element within a segment may have a designator (Z) that indicates the existence of a semantic note. Semantic notes are considered part of the standard. If a condition designator and a semantic note both affect a single data element, the condition will appear first, separated from the semantic note designator by a vertical bar (). The number 00 to the left of the comment identifies semantic notes that are general in nature.</p>

Separator Requirements

Type	ASCII Value	EBCDIC Value	Character	Character Name
Repetition Separator	7C	4F		Pipe
Segment Terminator	5C	E0	\	Back Slash
Element Separator	7E	A1	~	Tilde
Sub-element Separator	5E	5F	^	Caret
Padding Character	20	40	Space	Space

X12 Transaction Set 813 EDI Reporting Structure

Definitions: Grayed out information is not used by Montana

Table1

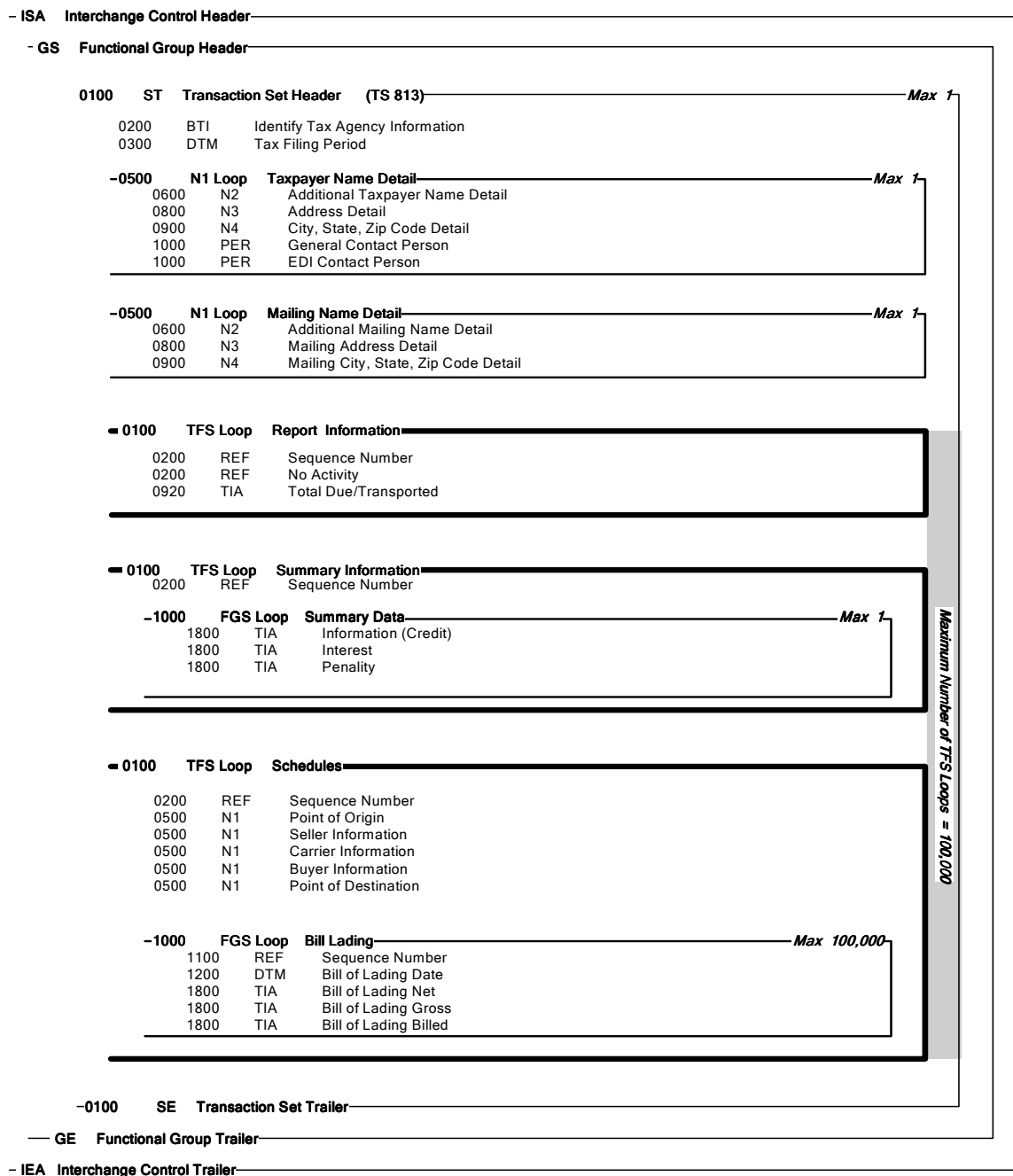
Pos No	Uniform 813 Map	Header
0100	ST	Transaction Set Header
0200	BTI	Identify Tax Agency Information
0300	DTM	Tax Filing Period
0400	TIA	Confidential Information
0400	TIA	Total Net Reported
0430	REF	Line Item Control Number
0470	BPR	Payment Information
0500	N1	Taxpayer Name Detail
0600	N2	Additional Taxpayer Name Detail
0800	N3	Address Detail
0900	N4	City, State, Zip Code Detail
1000	PER	General Contact Person
1000	PER	EDI Contact Person
0500	N1	Mailing Name Detail
0600	N2	Additional Mailing Name Detail
0800	N3	Mailing Address Detail
0900	N4	Mailing City State Zip Code Detail

Pos No	Uniform 813 Map	Report	SUM	SCH
0100	TFS	Report	Summary Information	Schedules
0200	REF	Relationship to the Transaction	Relationship to the Transaction	Relationship to the Transaction
0200	REF	Sequence Number	Sequence Number	Sequence Number
0200	REF	No Activity		
0300	DTM	Sold/Purchase Date		
0300	DTM	Ending Inventory Date		
0500	N1			Point of Origin
0500	N1			Seller Information
0500	N1			Position Holder Information / Delivering Exchange Party
0500	N1			Receiving Exchange Party Information
0500	N1			Person Hiring Carrier (Consignor)
0500	N1			Carrier Information
0500	N1			Buyer/Consignee Information
0500	N1			Point of Destination
0920	TIA	Total Due/Transported		
1000	FGS	Physical Inventory by Product	Summary Data	Bill of Lading
1100	REF	Sequence Number	Sequence Number	Sequence Number
1200	DTM			Bill of Lading Date
1800	TIA	Physical Inventory	Information	Bill of Lading Net
1800	TIA		Interest	Bill of Lading Gross
1800	TIA		Penalty	Bill of Lading Billed

Table 3

Pos No	Uniform 813 Map	Trailer
0100	SE	Transaction Set Trailer

Montana X12 813 Map Flow



X12 813 EDI Map

Key:

Not Used

Not used: no data to transmit

Not Used

Not used by MDT

Syntax Notes

Note: Notes defined by X.12 Standards

MDT Notes

Note: Notes defined by MDT

Interchange Control Header Description

Interchange Segment								(Required)
Element ID	Elem Ref #	Sub-Ele Ref#	Field Status	Field Name	Field Type	Length		Field Description
						Min.	Max.	
ISA01	I01		M	Authorization Information Qualifier	ID	2	2	"03"
ISA02	I02		M	Authorization Information	AN	10	10	"MDT813MF32"
ISA03	I03		M	Security Information Qualifier	ID	2	2	"00"
ISA04	I04		M	Security Information	AN	10	10	"0000000000"
ISA05	I05		M	Interchange ID Qualifier	ID	2	2	"ZZ"
ISA06	I06		M	Interchange Sender ID	AN	15	15	Identification Code determined by sender and agreed upon by MDT.
ISA07	I05		M	Interchange ID Qualifier	ID	2	2	"ZZ"
ISA08	I07		M	Interchange Receiver ID	AN	15	15	"MONTANADOT "
ISA09	I08		M	Interchange Date	DT	6	6	"YYMMDD" = Date Of The Interchange
ISA10	I09		M	Interchange Time	TM	4	4	"HHMM" = Time Of The Interchange
ISA11	I65		M	Repetition Separator		1	1	" " = EBCDIC - 4F HEX ASCII - 7C HEX
ISA12	I11		M	Interchange Control Version Number	ID	5	5	"00403"
ISA13	I12		M	Interchange Control Number	N0	9	9	The interchange control number uniquely identifies the interchange data to the sender. The sender assigns this number.
ISA14	I13		M	Acknowledgment Requested	ID	1	1	"0" = No Acknowledgment Required
ISA15	I14		M	Usage Indicator	ID	1	1	"P" = Production Data "T" = Test Data
ISA16	I15		M	Component Sub-Element Separator		1	1	"^" = EBCDIC - 5F HEX ASCII - 5E HEX
ISA~03~MDT813MF32~00~0000000000~ZZ~0123456789 ~ZZ~MONTANADOT ~030125~0500~ ~00403~000000001~0~P~^\\								
Syntax Notes:		None						
MDT Note:		ISA09 does not include the century based on the ANSI ASC X12 Standard.						

Functional Group Header Description

Functional Group Segment								(Required)
Element ID	Elem. Ref #	Sub-Ele Ref#	Field Status	Field Name	Field Type	Length		Field Description
						Min.	Max.	
GS01	479		M	Functional Identifier Code	ID	2	2	“TF” for 813 Transaction Set
GS02	142		M	Application Sender’s Code	AN	2	15	Code identifying party sending transmission. Code assigned by sender and agreed to by MDT. Same as ISA06.
GS03	124		M	Application Receiver’s Code	AN	2	15	“MDT-MF32”
GS04	373		M/Z	Date	DT	8	8	“CCYYMMDD” = Date
GS05	337		M/Z	Time	TM	4	8	“HHMMSSDD” = Time
GS06	28		M/Z	Group Control Number	N0	1	9	Assigned number originated and maintained by the sender.
GS07	455		M	Responsible Agency Code	ID	1	2	“X” = ASC X12
GS08	480		M	Version/ Release / Industry Identifier Code	AN	1	12	“004030”
GS~TF~0123456789~MDT-MF32~20030123~0930~0001~X~004030\								
Syntax Notes: None								
MDT Note: None								

Transaction Set Header Description

Beginning of Transaction Set Header Segment								(Required) Pos. No. 0100
Element ID	Elem Ref #	Sub-Ele Ref #	Field Status	Field Name	Field Type	Length		Field Description
						Min	Max	
ST01	143		M	Transaction Set Code	ID	3	3	“813”
ST02	329		M	Transaction Set Control Number	AN	4	9	Filer defined unique control number (Same value as SE02)
ST03	1705		O/Z	Implementation Convention Reference	AN	1	5	Version of taxing authority’s implementation guide.
ST~813~10001~00001\								
Syntax Notes: None								
MDT Note: ST03 is used to determine which implementation guide the trading partner is using. This is important when multiple versions of the guide exist.								

Identify Tax Agency Information Begin Tax Information Segment								(Required) Pos. No. 0200
Element ID	Elem Ref #	Sub-Ele Ref #	Field Status	Field Name	Field Type	Length		Field Description
						Min	Max	
BTI01	128		M	Reference Number Qualifier	ID	2	2	“T6”
BTI02	127		M	Reference Number	AN	3	3	“050”
BTI03	66		M	ID Code Qualifier	ID	2	2	“47”
BTI04	67		M	ID Code	AN	2	20	“MDT”
BTI05	373		O	Transaction Create Date	DT	8	8	“CCYYMMDD” = Transmission Date
BTI06	818		O	Name Control ID	AN	4	4	First 4 positions of Taxpayer’s Legal Business Name. If business name is less than 4 characters, left justify name control and pad with “*”.
BTI07	66		X	ID Code Qualifier	ID	2	2	“24” = FEIN - Federal Employer Identification Number “34” = SSN - Social Security Number
BTI08	67		X	ID Code	AN	9	18	Taxpayer’s FEIN or SSN
BTI09	66		X	ID Code Qualifier	ID	2	2	“49”
BTI10	67		X	ID Code	AN	2	20	Montana License Number
BTI11	66		X	ID Code Qualifier	ID	2	2	“48” = IRS Electronic Filer ID Number
BTI12	67		X	ID Code	AN	9	15	637 Permit Number

BTI13	353		O	Transaction Set Purpose Code	ID	2	2	Original Filing Options: "00" = Original "05" = Replace
BTI14	640		O	Transaction Type Code	ID	2	2	Amended Filing Options: "CO" = Corrected "6S" = Supplemental

BTI~T6~050~47~MDT~20030125~ABCD~24~516999988~49~123456~~~00

Syntax Notes: If either BTI07 or BTI08 is present, then the other is required.
If either BTI09 or BTI10 is present, then the other is required.

MDT Notes:

BTI07 must be the FEIN if the taxpayer has one. Submit a SSN only for sole proprietorships that have not been issued a FEIN.

Elements **BTI11** and **BTI12** are not used by Montana.

The application of **BTI13** and **BTI14** are as follows: **BTI13** should be used when the taxpayer transmits their initial return (**BTI13** should be used without **BTI14**); **BTI14** should be used when the taxpayer transmits modifications (**BTI14** should be used without **BTI13**). This is a recommendation of the Motor Fuel Uniformity Committee, not a requirement of X12. Further clarification of these elements is located below.

Element	Application
BTI13 [Initial Return]	
"00" = Original	Use "Original" when first attempt to transmit your return to the department, no matter if the Department receives your return.
"05" = Replace	Use "Replace" when replacing the entire original submission prior to the return due date.
BTI14 [Amended Return]	
"CO" = Corrected	Use "Corrected" when correcting or adjusting originally submitted data after the return due date.
"6S" = Supplemental	Use "Supplemental" when transmitting new or additional data not included in original or amended return after the return due date.

Tax Filing Period								(Required)
Date/Time Reference Segment								Pos. No. 0300
Element ID	Elem Ref #	Sub-Ele Ref #	Field Status	Field Name	Field Type	Length		Field Description
						Min	Max	
DTM01	374		M	Date/Time Qualifier	ID	3	3	"194"
DTM02	373		X	Date	DT	8	8	"CCYYMMDD" = Tax Filing Period End
DTM03 and DTM04 are not used.								
DTM05	1250		X	Date Time Period Format Qualifier	ID	3	3	"RD8" = Range of Dates
DTM06	1251		X	Date Time Period	AN	17	17	"CCYYMMDD-CCYYMMDD" = Tax Filing Period Beginning and Ending Dates.
DTM~194~20021225\								
Syntax Notes: DTM02 is required.								
MDT Notes: Elements DTM05 and DTM06 are not used by Montana.								

Confidential Data								
Tax Information and Amount Segment								Pos. No. 0400
Element ID	Elem Ref #	Sub-Ele Ref #	Field Status	Field Name	Field Type	Length		Field Description
						Min	Max	
TIA01	817		M	Tax Information Code	AN	4	4	"5010" = Confidential Information
TIA02 is not used.								
TIA03	449		X	Fixed Format Information	AN	1	5	User defined: Example: "6103" = IRS 6103B Tax data.
TIA~5010~~6103\								
Syntax Notes: TIA03 is required.								
MDT Notes: This segment is not used by Montana								

Total Net Reported								
Tax Information and Amount Segment								Pos. No. 0400
Element ID	Elem Ref #	Sub-Ele Ref #	Field Status	Field Name	Field Type	Length		Field Description
						Min	Max	
TIA01	817		M	Tax Information Code	AN	4	4	“5001” = Total Net Reported
TIA02 and TIA03 are not used.								
TIA04	380		X	Quantity	R	1	15	Total Number of Net Gallons in Tax Filing
TIA05	355		M	Unit of Measurement Code	ID	2	2	“GA” = Gallons
TIA~5001~~~1000000~GA\								
Syntax Notes: TIA04& TIA05 are required.								
MDT Notes: This segment is not used by Montana.								

Line Item Control Number								
Reference Number Segment								Pos. No. 0430
Element ID	Elem Ref #	Sub-Ele Ref #	Field Status	Field Name	Field Type	Length		Field Description
						Min	Max	
REF01	128		M	Reference Identification Qualifier	ID	2	2	“FJ” = Line Item Control Number
REF02	127		X	Reference Identification	AN	1	7	Control Number
REF03	352		X	Description	AN	1	5	Error response code
REF~FJ~0001234\								
Syntax Notes: At least one of REF02 or REF03 is required.								
MDT Note: This segment is not used by Montana.								

Payment Order Remittance Advice								
Beginning Segment								(Optional) Pos. No. 0470
Element ID	Elem Ref #	Sub-Ele Ref #	Field Status	Field Name	Field Type	Length		Field Description
						Min	Max	
BPR01	305		M	Transaction Handling Code	ID	1	2	“S” = Single Debit Authorization “P” = Pre-notification
BPR02	782		M	Monetary Amount	R	1	18	Amount of tax payment
BPR03	478		M	Credit/Debit Flag Code	ID	1	1	“D” = Debit
BPR04	591		M	Payment Method Code	ID	3	3	“ACH” = Automated Clearing House
BPR05	812		M	Payment Format Code	ID	3	3	“CCD” = Cash Concentration/Disbursement “CCP” = Cash Concentration/Disbursement plus Addenda (CCD+)
BPR06 through BPR11 are not inserted by the taxpayer. They are on file with the party that creates the ACH Debit transaction. The taxpayer transmits empty fields for these elements.								
BPR06	506		X/Z	(ODFI) ID Number Qualifier	ID	2	2	“01” = ABA Transit Routing Number and Check Digits
BPR07	507		X	(ODFI) Identification Number	AN	3	12	State’s Bank Routing and Transit Number
BPR08	569		O/Z	(ODFI) Account Number Qualifier	ID	1	3	“DA” = Demand Deposit “SG” = Savings
BPR09	508		X/Z	(ODFI) Account Number	AN	1	35	State’s Bank Account Number to be Credited
BPR10	509		O	Originating Company Identifier	AN	10	10	State ID Example: Taxing Authority’s DUNS Number
BPR11	510		O	Originating Company Supplemental Code	O	9	9	Code Identifying Fiscal Agent
BPR12	506		X/Z	(RDFI) ID Number Qualifier	ID	2	2	“01” = ABA Transit Routing Number and Check Digits
BPR13	507		X	(RDFI) Identification Number	AN	3	12	Taxpayer’s Bank Routing and Transit Number
BPR14	569		O/Z	(RDFI) Account Number Qualifier	ID	1	3	“DA” = Demand Deposit “SG” = Savings
BPR15	508		X/Z	(RDFI) Account Number	AN	1	35	Taxpayer’s Bank Account to be Debited
BPR16	373		O/Z	Date	DT	8	8	The intended payment effective date (CCYYMMDD)
BPR17	1048		O/Z	Business Function Code	ID	1	3	“TAX” = Tax Payment
BPR~S~500~D~ACH~CCD~~~~~01~123456789~DA~987654321~20010325~TAX\								
Syntax Notes: If either BPR06 or BPR07 is present, then the other is required. If BPR08 is present, then BPR09 is required. If either BPR12 or BPR13 is present, then the other is required. If BPR14 is present, then BPR15 is required.								
MDT Notes: This segment is not used by Montana								

Name Detail								
Name Segment								Pos. No. 0500
Element ID	Elem Ref #	Sub-Ele Ref #	Field Status	Field Name	Field Type	Length		Field Description
						Min	Max	
N101	98		M	Entity Identification Code	ID	2	2	“TP”
N102	93		X	Name	AN	1	35	Taxpayer Name
N1~TP~ABC Distributing\								
Syntax Notes: N102 is required.								
MDT Note: This is the name of the business as licensed with Montana. The name of the business can not be changed through this Process. The name of the business must be changed through the licensing process.								

Additional Taxpayer Name Detail								
Additional Name Segment								Pos. No. 0600
Element ID	Elem Ref #	Sub-Ele Ref #	Field Status	Field Name	Field Type	Length		Field Description
						Min	Max	
N201	93		M	Name	AN	1	35	Taxpayer Name
N202	93		O	Name	AN	1	35	Taxpayer Name
N2~ABC Trucking~ABC Station\								
Syntax Notes: None								
MDT Note: This is optional name information. It may include DBA if different than the name of the business licensed with Montana.								

Address Detail								
Address Information Segment								Pos. No. 0800
Element ID	Elem Ref #	Sub-Ele Ref #	Field Status	Field Name	Field Type	Length		Field Description
						Min	Max	
N301	166		M	Address Information	AN	1	35	First Line Street Address
N302	166		O	Address Information	AN	1	35	Second Line Street Address
N3~123 C Street~PO Box 222\								
Syntax Notes: None								
MDT Note: This is the physical address of the business licensed with Montana.								

City, State, Zip Code Detail								
Location Geographic Segment								Pos. No. 0900
Element ID	Elem Ref #	Sub-Ele Ref #	Field Status	Field Name	Field Type	Length		Field Description
						Min	Max	
N401	19		O	City Name	AN	2	30	Name of City
N402	156		O	State code or Province	ID	2	2	State or Province Abbreviation
N403	116		O	Postal (Zip) Code	ID	3	11	ZIP Code, ZIP Plus 4 Code or Foreign Postal code
N404	26		O	Country	ID	2	3	Country Abbreviation “USA” = United States “CAN” = Canada
N4~Helena~MT~59601-2222~USA\								
Syntax Notes: None								
MDT Note: This is the physical address of the business licensed with Montana.								

General Contact Person								
Administrative Communications Contact Segment								Pos. No. 1000
Element ID	Elem Ref #	Sub-Ele Ref #	Field Status	Field Name	Field Type	Length		Field Description
						Min	Max	
PER01	366		M	Contact Function Code	ID	2	2	“CN”
PER02	93		O	Name	AN	1	35	Contact Name
PER03	365		X	Communications Number Qualifier	ID	2	2	“TE”
PER04	364		X	Communications Number	AN	10	14	Voice Telephone Number
PER05	365		X	Communications Number Qualifier	ID	2	2	“FX”
PER06	364		X	Communications Number	AN	10	10	FAX Number
PER07	365		X	Communications Number Qualifier	ID	2	2	“EM”
PER08	364		X	Communications Number	AN	1	80	E-mail Address
PER~CN~Allen Smith~TE~4069959988~FX~4069950329~EM~asmith@abc.com\								
Syntax Notes: If either PER03 or PER04 is present, then the other is required. If either PER05 or PER06 is present, then the other is required. If either PER07 or PER08 is present, then the other is required.								
MDT Note: The general contact is the person that is contacted about questions concerning the data in the return.								

EDI Contact Person								
Administrative Communications Contact Segment								Pos. No. 1000
Element ID	Elem Ref #	Sub-Ele Ref #	Field Status	Field Name	Field Type	Length		Field Description
						Min	Max	
PER01	366		M	Contact Function Code	ID	2	2	“EA” = EDI Coordinator
PER02	93		O	Name	AN	1	35	Contact Name
PER03	365		X	Communications Number Qualifier	ID	2	2	“TE”
PER04	364		X	Communications Number	AN	10	14	Voice Telephone Number
PER05	365		X	Communications Number Qualifier	ID	2	2	“FX”
PER06	364		X	Communications Number	AN	10	10	FAX Number
PER07	365		X	Communications Number Qualifier	ID	2	2	“EM”
PER08	364		X	Communications Number	AN	1	80	E-mail Address
PER~EA~Bob Smith~TE~4061234567~FX~4061234568~EM~bsmith@abc.com\								
Syntax Notes: If either PER03 or PER04 is present, then the other is required. If either PER05 or PER06 is present, then the other is required. If either PER07 or PER08 is present, then the other is required.								
MDT Note: The EDI Contact is the person that is contacted about question concerning the electronic transfer of the return.								

The following segments are required if the mailing address is different than the physical address.

Mailing Name Detail								
Name Segment								Pos. No. 0500
Element ID	Elem Ref #	Sub-Ele Ref #	Field Status	Field Name	Field Type	Length		Field Description
						Min	Max	
N101	98		M	Entity Identification Code	ID	2	2	"31"
N102	93		X	Name	AN	1	35	Mailing Name
N1~31~ABC Company\								
Syntax Notes: N102 is required.								
MDT Note: This is the company name where information is mailed pertaining to the Montana license being reported in the return.								

Mailing Additional Name Detail								
Additional Name Segment								Pos. No. 0600
Element ID	Elem Ref #	Sub-Ele Ref #	Field Status	Field Name	Field Type	Length		Field Description
						Min	Max	
N201	93		M	Name	AN	1	35	Mailing Name
N202	93		O	Name	AN	1	35	Mailing Name
N2~ABC Distributing~ABC Trucking\								
Syntax Notes: None								
MDT Note: This is optional name detail where information is mailed pertaining to the Montana license being reported in the return.								

Mailing Address Detail								
Address Information Segment								Pos. No. 0800
Element ID	Elem Ref #	Sub-Ele Ref #	Field Status	Field Name	Field Type	Length		Field Description
						Min	Max	
N301	166		M	Address Information	AN	1	35	First Line Street Address
N302	166		O	Address Information	AN	1	35	Second Line Street Address
N3~123 C Street~PO Box 222\								
Syntax Notes: None								
MDT Note: This is the mailing address where information is mailed pertaining to the Montana license being reported in the return.								

Mailing City, State, Zip Code Detail								
Location Geographic Segment								Pos. No. 0900
Element ID	Elem Ref #	Sub-Ele Ref #	Field Status	Field Name	Field Type	Length		Field Description
						Min	Max	
N401	19		O	City Name	AN	2	30	Name of City
N402	156		O	State code or Province	ID	2	2	State or Province Abbreviation
N403	116		O	Postal (Zip) Code	ID	3	11	ZIP Code, ZIP Plus 4 Code or Foreign Postal code
N404	26		O	Country	ID	2	3	Country Abbreviation "USA" = United States "CAN" = Canada
N4~Helena~MT~59601-2222~USA\								
Syntax Notes: None								
MDT Note: This is the mailing address where information is mailed pertaining to the Montana license being reported in the return.								

End of Transaction Set Header

Transaction Set - Report Information

This TFS loop reports information on the type of report. Transaction detail is reported using the Summary and Schedule section of this map.

The TFS loop is repeated when reporting information for each report type. Repeat the FGS loop within the TFS loop for each product reported.

Beginning of Report Tax Form Segment								Pos. No. 0100
Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length		Field Description
						Min	Max	
TFS01	128		M	Reference Identification Qualifier	ID	2	2	"T2" = Tax Form Code
TFS02	127		M	Reference Identification	AN	1	6	"SDR" = Distributor Report "CCR" = Carrier Report
TFS03 and TFS04 Are not used								
TFS05	66		X	ID Code Qualifier	ID	2	2	"TC" = IRS Terminal Code
TFS06	67		X	ID Code	AN	9	9	IRS Terminal Control Number (TCN)
TFS~T2~SDR\								
Syntax Notes: If either TFS05 or TFS06 is present, then the other is required.								
MDT Note: The TFS loop is used once when reporting information for a Montana Licensed motor fuels distributor. Repeat the FGS loop within the TFS loop for each product reported.								
TFS05 and TFS06 are not used by Montana.								

Relationship to the Transaction Information Reference Segment								Pos. No. 0200
Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length		Field Description
						Min	Max	
REF01	128		M	Reference Identification Qualifier	ID	2	2	"SU" = Special Processing
REF02	127		X	Reference Identification	AN	3	3	IRS = IRS Data N/A = If not applicable to the IRS
REF03 Not used								
REF04	C040	128	M	Reference Identification Qualifier	ID	2	2	"S0" = Special Approval (S Zero)
REF05	C040	127	M	Reference Identification	AN	2	2	State Abbreviation for state which data belongs to.
REF06	C040	128	X	Reference Identification Qualifier	ID	2	2	"S0" = Special Approval (S Zero)
REF07	C040	127	X	Reference Identification	AN	2	2	State abbreviation for state which data belongs to.
REF~SU~IRS~S0^MT\								
Syntax Notes: REF02 is required.								
MDT Note: This segment is not used by Montana.								

Sequence Number Reference Number Segment								Pos. No. 0200
Element ID	Elem Ref #	Sub-Ele Ref #	Field Status	Field Name	Field Type	Length		Field Description
						Min	Max	
REF01	128		M	Reference Identification Qualifier	ID	2	2	"55" = Sequence Number
REF02	127		X	Reference Identification	AN	1	7	Sequence Number
REF03	352		X	Description	AN	1	5	"00001" = Record Corrected "00003" = Remove record, reported in error
REF~55~0001234\								
Syntax Notes: At least one of REF02 or REF03 is required.								
MDT Note: REF02 is generated by the entity generating the filing. It will be used to point the filer to errors if found. REF03 is used by the reporter when correcting a reporting error. It is not submitted on the original submission.								

Condition 1 - This segment is required if an account has no activity. The Condition 2 DTM, TIA and FGS Loop are not used.

No Activity Reference Number Segment								(Conditional) Pos. No. 0200
Element ID	Elem Ref #	Sub-Ele Ref #	Field Status	Field Name	Field Type	Length Min Max		Field Description
REF01	128		M	Entity Identification Code	ID	2	2	"BE"
REF02	127		X	Name	AN	1	1	"1"
REF~BE~1\								
Syntax Notes: REF02 is required.								
MDT Notes: This segment is only used if reporting a no activity report. If used, it is the end of the distributor report.								

Sold/Acquired Date Date/Time Reference Segment								(Conditional) Pos. No. 0300
Element ID	Elem Ref #	Sub-Ele Ref #	Field Status	Field Name	Field Type	Length Min Max		Field Description
DTM01	374		M	Date/Time Qualifier	ID	3	3	"572" = Date Property Sold "631" = Date Property Acquired
DTM02	373		X	Date	DT	8	8	"CCYYMMDD"
DTM~572~20010520\								
Syntax Notes: DTM02 is required.								
MDT Note: This segment is not used by Montana.								

Condition 2 – If an account has activity; at least the TIA (Total Due) segment is required. The Condition 1 REF is not used. The FGS loop repeats when the product code value changes.

Ending Inventory Date Date/Time Reference Segment								(Conditional) Pos. No. 0300
Element ID	Elem Ref #	Sub-Ele Ref #	Field Status	Field Name	Field Type	Length Min Max		Field Description
DTM01	374		M	Date/Time Qualifier	ID	3	3	"184" = Inventory Date
DTM02	373		X	Date	DT	8	8	"CCYYMMDD"
DTM~184~20010525\								
Syntax Notes: DTM02 is required.								
MDT Notes: This segment is not used by Montana.								

Total Due/Transported Tax Information and amount Segment								(Conditional) Pos. No. 0920
Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length Min Max		Field Description
TIA01	817		M	Tax Information ID Number	AN	4	4	"5003" = Total Due "5004" = Total Net Transported
TIA02	782		X	Monetary Amount	R	1	15	Dollar Amount
TIA03 is not used.								
TIA04	380		X	Quantity	R	1	15	Quantity
TIA05	355		M	Unit of Measurement Code	ID	2	2	"GA" = Gallons
TIA~5003~25000\								
Syntax Notes: TIA02 or TIA04 is required. If TIA04 is present then TIA05 is required.								
MDT Notes: Elements TIA02 is used for a distributor return. The information represents the total dollars the distributor calculates they owe. It is also used, as a check value to make sure what was sent to MDT is what was received. TIA04 and TIA05 are not used on the distributor report. Elements TIA04 and TIA05 are used when reporting a carrier report. The gallons represent the total gallons transported in the reporting period. TIA02 is not used on the carrier report.								

Physical Inventory by Product Form Group Segment								
(Conditional) Pos. No. 1000								
Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length		Field Description
						Min	Max	
FGS01	350		M	Assigned Identification	AN	2	2	“BI” = Beginning Inventory “EI” = Ending Inventory
FGS02	128		X	Reference Identification Qualifier	ID	2	2	“PG” = Product Group
FGS03	127		X	Reference Identification	AN	3	3	Product Code
FGS~EI~PG~065\								
Syntax Notes: If either FGS02 or FGS03 is present, then the other is required.								
MDT Notes: This segment is not used by Montana.								

Sequence Number Reference Number Segment								
Pos. No. 1100								
Element ID	Elem Ref #	Sub-Ele Ref #	Field Status	Field Name	Field Type	Length		Field Description
						Min	Max	
REF01	128		M	Reference Identification Qualifier	ID	2	2	“55” = Sequence Number
REF02	127		X	Reference Identification	AN	1	7	Sequence Number
REF03	352		X	Description	AN	1	5	Error response code
REF~55~0001234\								
Syntax Notes: At least one of REF02 or REF03 is required.								
MDT Note: This segment is not used by Montana.								

Inventory Tax Information and Amount Segment								
Pos. No. 1800								
Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length		Field Description
						Min	Max	
TIA01	817		M	Tax Information ID Number	AN	4	4	“5002” = Net Physical Inventory
TIA02 - TIA03 are not used.								
TIA04	380		X	Quantity	R	1	15	Quantity
TIA05	355		M	Unit of Measurement Code	ID	2	2	“GA” = Gallons “LT” = Liter
TIA~5002~~25000~GA\								
Syntax Notes: TIA04 and TIA05 are required.								
MDT Notes: This segment is not used by Montana.								

End of FGS loop (Line item detail)

End of TFS loop (SDR detail)

Summary Information

This TFS loop reports summary information. This TFS loop is used in combination with the SDR report, to report tax credits, or interest and penalty. Most of the time summary information is not needed in Montana.

Summary information is used when the information cannot be derived from the schedule details. This TFS loop repeats when one of the following values changes: TFS02 Summary Code, TFS04 Product Code.

If there are no transactions to report in this filing, it is not necessary to transmit a Summary Information TFS loop.

Beginning of Summary Information								Pos. No. 0100
Tax Form Segment								
Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length		Field Description
						Min	Max	
TFS01	128		M	Reference Identification Qualifier	ID	2	2	"T3"
TFS02	127		M	Reference Identification	AN	1	6	"S02A" = Tax (interest and penalty) "S03A" = Tax Credit
TFS03	128		X	Reference Identification Qualifier	ID	2	2	"PG"
TFS04	127		X	Reference Identification	AN	3	3	"065" = Gasoline "123" = Alcohol "124" = Gasohol "125" = Aviation Gasoline "130" = Jet Fuel (includes JP4 & JP8) "142" = Kerosene – Undyed "072" = Kerosene – Dye Added "160" = Diesel Fuel – Undyed "228" = Diesel Fuel – Dye Added "284" = Biodiesel – Undyed "290" = Biodiesel – Dye Added
TFS05	66		X	Identification Code Qualifier	ID	2	2	"T2" = Tax Form Code
TFS06	67		X	Identification Code	AN	3	3	"SDR" = Distributor report
TFS~T3~S03A~PG~228~T2~SDR\								
Syntax Notes: If either TFS03 or TFS04 is present, then the other is required. If either TFS05 or TFS06 is present, then the other is required.								
MDT Notes: Tax Credits must be approved in writing prior to including in report. TFS03 and TFS04 are not used when TFS02 = "S02A" = Tax (interest and penalty) TFS06 defines which report the summary information applies.								

Relationship to the Transaction Information								Pos. No. 0200
Reference Segment								
Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length		Field Description
						Min	Max	
REF01	128		M	Reference Identification Qualifier	ID	2	2	"SU" = Special Processing
REF02	127		X	Reference Identification	AN	3	3	IRS = IRS Data N/A = If not applicable to the IRS
REF03 Not used								
REF04	C040	128	M	Reference Identification Qualifier	ID	2	2	"S0" = Special Approval (S Zero)
REF05	C040	127	M	Reference Identification	AN	2	2	State Abbreviation for state which data belongs to.
REF06	C040	128	X	Reference Identification Qualifier	ID	2	2	"S0" = Special Approval (S Zero)
REF07	C040	127	X	Reference Identification	AN	2	2	State abbreviation for state which data belongs to.
REF~SU~IRS~S0^MT\								
Syntax Notes: REF02 is required.								
MDT Notes: This segment is not used by Montana.								

Sequence Number Reference Number Segment								Pos. No. 0200
Element ID	Elem Ref #	Sub-Ele Ref #	Field Status	Field Name	Field Type	Length Min Max		Field Description
REF01	128		M	Reference Identification Qualifier	ID	2	2	“55” = Sequence Number
REF02	127		X	Reference Identification	AN	1	7	Sequence Number
REF03	352		X	Description	AN	1	5	“00001” = Record Corrected “00003” = Remove record, reported in error
REF~55~0001234\								
Syntax Notes: At least one of REF02 or REF03 is required.								
MDT Note: REF02 is generated by the entity generating the filing. It will be used to point the filer to errors if found. REF03 is used by the reporter when correcting a reporting error. It is not submitted on the original submission.								

Summary Data Forms Group Segment								Pos. No. 1000
Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length Min Max		Field Description
FGS01	350		M	Assigned Identification	AN	1	1	"S"
FGS~S\								
Syntax Notes: None								
MDT Notes: None								

Sequence Number Reference Number Segment								Pos. No. 1100
Element ID	Elem Ref #	Sub-Ele Ref #	Field Status	Field Name	Field Type	Length Min Max		Field Description
REF01	128		M	Reference Identification Qualifier	ID	2	2	“55” = Sequence Number
REF02	127		X	Reference Identification	AN	1	7	Sequence Number
REF03	352		X	Description	AN	1	5	Error Response Code
REF~55~0001234\								
Syntax Notes: At least one of REF02 or REF03 is required.								
MDT Note: This segment is not used by Montana								

Information Tax Information and Amount Segment								Pos. No. 1800
Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length Min Max		Field Description
TIA01	817		M	Tax Information ID Number	AN	4	4	“5006”
TIA02	782		X	Monetary Amount	R	1	15	Dollar Amount
TIA03 are not used.								
TIA04	380		X	Quantity	R	1	15	Quantity
TIA05	355		M	Unit of Measurement Code	ID	2	2	"GA"
TIA~5006~100\								
Syntax Notes: TIA02 is required.								
MDT Notes: This segment is used when reporting a tax credits. It is not used when reporting Interest and penalty. You must be authorized by MDT to take a credit on your tax return. TIA04 and TIA05 are not used by Montana.								

Interest Tax Information and Amount Segment								Pos. No. 1800
Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length Min Max		Field Description
TIA01	817		M	Tax Information ID Number	AN	4	4	“5008”
TIA02	782		X	Monetary Amount	R	1	15	Dollar Amount
TIA~5008~500\								
Syntax Notes: TIA02 is required.								
MDT Notes: This segment is used when reporting Interest it is not used when reporting a tax credit.								

Penalty								
Tax Information and Amount Segment								Pos. No. 1800
Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length		Field Description
						Min	Max	
TIA01	817		M	Tax Information ID Number	AN	4	4	“5009”
TIA02	782		X	Monetary Amount	R	1	15	Dollar Amount
TIA~5009~200\								
Syntax Notes: TIA02 is required.								
MDT Notes: This segment is used when reporting penalty it is not used when reporting a tax credit.								

End of FGS loop (Line item detail)

End of TFS loop (SDR detail)

Schedules

This TFS loop begins the schedule detail. It repeats when one of the following values change:

Tax Form Code, Schedule Code, Mode Code Product Code, Origin, Position Holder,
Seller, Consignor, Carrier, Buyer, Consignee or Destination.

If there are no transactions to report in this filing, it is not necessary to transmit a Schedules TFS loop. You must indicate no activity in the SDR and/or CCR sections of this map.

Beginning of Schedules								Pos. No. 0100
Tax Form Segment								
Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length		Field Description
						Min	Max	
TFS01	128		M	Reference Identification Qualifier	ID	2	2	"T3"
TFS02	127		M	Reference Identification	AN	1	6	Schedule Type Code See schedule code list on page 4-7
TFS03	128		X	Reference Identification Qualifier	ID	2	2	"PG" = Product Group
TFS04	127		X	Reference Identification	AN	3	3	"065" = Gasoline "123" = Alcohol "124" = Gasohol "125" = Aviation Gasoline "130" = Jet Fuel (includes JP4 & JP8) "142" = Kerosene – Undyed "072" = Kerosene – Dye Added "160" = Diesel Fuel – Undyed "228" = Diesel Fuel – Dye Added "284" = Biodiesel – Undyed "290" = Biodiesel – Dye Added
TFS05	66		X	Identification Code Qualifier	ID	2	2	"94"
TFS06	67		X	Identification Code	AN	2	2	"J" = Truck "R" = Rail "PL" = Pipeline
TFS~T3~2~PG~065~94~J\								
Syntax Notes: If either TFS03 or TFS04 is present, then the other is required. If either TFS05 or TFS06 is present, then the other is required.								
MDT Notes: TFS06 – When a single letter, left justify and pad with a space.								

Relationship to the Transaction Information								Pos. No. 0200
Reference Segment								
Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length		Field Description
						Min	Max	
REF01	128		M	Reference Identification Qualifier	ID	2	2	"SU" = Special Processing
REF02	127		X	Reference Identification	AN	3	3	IRS = IRS Data N/A = If not applicable to the IRS
REF03 Not used								
REF04	C040	128	M	Reference Identification Qualifier	ID	2	2	"S0" = Special Approval (S Zero)
REF05	C040	127	M	Reference Identification	AN	2	2	State Abbreviation for state which data belongs to.
REF06	C040	128	X	Reference Identification Qualifier	ID	2	2	"S0" = Special Approval (S Zero)
REF07	C040	127	X	Reference Identification	AN	2	2	State abbreviation for state which data belongs to.
REF~SU~IRS~~S0^MT\								
Syntax Notes: REF02 is required.								
MDT Notes: This segment is not used by Montana.								

Sequence Number Reference Number Segment								Pos. No. 0200
Element ID	Elem Ref #	Sub-Ele Ref #	Field Status	Field Name	Field Type	Length		Field Description
						Min	Max	
REF01	128		M	Reference Identification Qualifier	ID	2	2	“55” = Sequence Number
REF02	127		X	Reference Identification	AN	1	7	Sequence Number
REF03	352		X	Description	AN	1	5	“00001” = Record Corrected “00003” = Remove record, reported in error
REF-55~0001234\								
Syntax Notes: At least one of REF02 or REF03 is required.								
MDT Note: REF02 is generated by the entity generating the filing. It will be used to point the filer to errors if found. REF03 is used by the reporter when correcting a reporting error. It is not submitted on the original submission.								

For Point of Origin/Terminal: (One of the following Options is Required)

Use Option 1 when the origin has an IRS Terminal Control Number (TCN).

Use Option 2 when the origin does not have an IRS TCN.

Option 1

Point of Origin Name Segment 1								(One of the two options is required) Pos. No. 0500
Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length		Field Description
						Min	Max	
N101	98		M	Entity Identification Code	ID	2	2	“OT”
N102 is not used.								
N103	66		X	Identification Code Qualifier	ID	2	2	“TC”
N104	67		X	Identification Code	AN	9	9	IRS Terminal Code
N1~OT~TC~T81MT4007\								
Syntax Notes: N103 & N104 are required.								
MDT Notes: This option is used when the origin is a terminal, which is assigned an IRS Terminal Code. Do not use punctuation.								

Option 2

Point of Origin Name Segment 1								(One of the two options is required) Pos. No. 0500
Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length		Field Description
						Min	Max	
N101	98		M	Entity Identification Code	ID	2	2	“SF”
N102	93		X	Name	AN	2	2	Origin State Abbreviation
N1~SF~MT\								
Syntax Notes: N102 is required.								
MDT Notes: None								

Point of Origin Name Segment 1								Pos. No. 0500
Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length		Field Description
						Min	Max	
N401	19		O	City Name	AN	2	30	Name of City
N402	156		O	State or Province Code	ID	2	2	State or Providence Abbreviation
N403	116		O	Postal Code	ID	3	11	ZIP or ZIP plus 4 Code
N404	26		X	Country Code	ID	2	3	“USA” = United State “CAN” = Canada
N405	309		X	Location Qualifier	ID	2	2	“CY”
N406	310		O	Location Identifier	AN	1	3	County Code
N4~Billings~MT\								
Syntax Notes: None								
MDT Notes: Element N403 – N406 are not used by Montana								

Seller Information								
Name Segment 2								Pos. No. 0500
Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length		Field Description
						Min	Max	
N101	98		M	Entity Identification Code	ID	2	2	"SE"
N102	93		X	Name	AN	1	35	Seller's Name
N103	66		X	Identification Code Qualifier	ID	2	2	"24" = FEIN "34" = SSN "50" = BN – Canadian Business Number
N104	67		X	Identification Code	AN	9	18	Seller's FEIN or SSN or BN
N1~SE~Fuel Inc~24~516669999\								
Syntax Notes: N102 and N103 are required.								
MDT Notes: This is the entity selling the load of fuel. It may be the same as the business submitting the return. Their FEIN or SSN or BN is required.								

Position Holder Information or Delivering Exchange Party Information								
Name Segment 3								Pos. No. 0500
Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length		Field Description
						Min	Max	
N101	98		M	Entity Identification Code	ID	2	2	"ON"
N102	93		X	Name	AN	1	35	Position Holder's Name
N103	66		X	Identification Code Qualifier	ID	2	2	"24" = FEIN "34" = SSN "50" = BN – Canadian Business Number
N104	67		X	Identification Code	AN	9	18	Position Holder's FEIN or SSN or BN
N1~ON~ABC Fuel~24~516888888\								
Syntax Notes: N102 and N103 are required.								
MDT Notes: This segment is not used by Montana								

Receiving Exchange Party Information								
Name Segment 3								Pos. No. 0500
Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length		Field Description
						Min	Max	
N101	98		M	Entity Identification Code	ID	2	2	"EC" = Exchanger
N102	93		X	Name	AN	1	35	Exchange Party Name or Control Name (First 4 position of tax payer business name)
N103	66		X	Identification Code Qualifier	ID	2	2	"24" = FEIN "34" = SSN "50" = BN - Canadian Business Number "FI" = Federal Taxpayer 637 ID Number
N104	67		X	Identification Code	AN	9	18	Exchange Party FEIN or SSN or BN or IRS 637 Number
N1~EC~ABC Fuel~24~516888888\								
Syntax Notes: At least one of N102 or N103 is required.								
MDT Notes: This segment is not used by Montana								

Person Hiring Carrier (Consignor)								
Name Segment 4								Pos. No. 0500
Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length		Field Description
						Min	Max	
N101	98		M	Entity Identification Code	ID	2	2	"CI"
N102	93		X	Name	AN	1	35	Consignor Name
N103	66		X	Identification Code Qualifier	ID	2	2	"24" = FEIN "34" = SSN "50" = BN – Canadian Business Number
N104	67		X	Identification Code	AN	9	18	Consignor's (Person Hiring the Carrier) FEIN or SSN or BN
N1~CI~ABC Distributing~24~516777777\								
Syntax Notes: N102 and N103 are required.								
MDT Notes: This Segment is not used by Montana								

Carrier Information								
Name Segment 5								Pos. No. 0500
Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length		Field Description
						Min	Max	
N101	98		M	Entity Identification Code	ID	2	2	"CA"
N102	93		X	Name	AN	1	35	Carrier Name
N103	66		X	Identification Code Qualifier	ID	2	2	"24" = FEIN "34" = SSN "50" = BN – Canadian Business Number
N104	67		X	Identification Code	AN	9	18	Carrier's FEIN or SSN or BN
N1~CA~ABC Trucking~24~516666666\								
Syntax Notes: N102 and N103 are required.								
MDT Notes: Carrier name, their FEIN or SSN or BN is required. This may be the same as the company submitting the report.								

Buyer Information								
Name Segment 6								Pos. No. 0500
Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length		Field Description
						Min	Max	
N101	98		M	Entity Identification Code	ID	2	2	"BY"
N102	93		X	Name	AN	1	35	Buyer Name
N103	66		X	Identification Code Qualifier	ID	2	2	"24" = FEIN "34" = SSN "50" = BN – Canadian Business Number
N104	67		X	Identification Code	AN	9	18	Buyer FEIN or SSN or BN
N1~BY~Joe Gas Station~24~517222222\								
Syntax Notes: N102 and N103 are required.								
MDT Notes: Name of the buyer of the fuel their FEIN or SSN or BN is required.								

For Point (Address) of Delivery/Destination: (One of the following Options is Required)

Use Option 1 when the destination has an IRS Terminal Control Number (TCN).

Use Option 2 when the destination does not have an IRS TCN.

Option 1

Point of Destination (One of the two options is required)								
Name Segment 7 Pos. No. 0500								
Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length		Field Description
						Min	Max	
N101	98		M	Entity Identification Code	ID	2	2	"DT"
N102 is not used.								
N103	66		X	Identification Code Qualifier	ID	2	2	"TC" = IRS Terminal Code
N104	67		X	Identification Code	AN	9	9	IRS Terminal Code
N1~DT~TC~T81MT4007\								
Syntax Notes: N103 and N104 are required.								
MDT Notes: This option is used when the destination is a terminal, which is assigned an IRS Terminal Code. Do not use punctuation.								

Option 2

Point of Destination (One of the two options is required)								
Name Segment 7 Pos. No. 0500								
Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length		Field Description
						Min	Max	
N101	98		M	Entity Identification Code	ID	2	2	"ST"
N102	93		X	Name	AN	2	2	Destination State Abbreviation
N1~ST~ID\								
Syntax Notes: N102 is required.								
MDT Notes: This is the most common option used in Montana. Report the city and state for the location when you delivered the product to your customer. If there are multiple deliveries from one load of fuel repeat the loop for each delivery.								

Point of Destination								
Name Segment 7 Pos. No. 0500								
Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length		Field Description
						Min	Max	
N401	19	19	O	City Name	AN	2	30	Name of City
N402	156	156	O	State or Province Code	ID	2	2	State or Providence Abbreviation
N403	116	116	O	Postal Code	ID	3	11	ZIP or ZIP plus 4 Code
N404	26		X	Country Code	ID	2	3	"USA" = United State "CAN" = Canada
N405	309		X	Location Qualifier	ID	2	2	"CY"
N406	310		O	Location Identifier	AN	1	3	County Code
N4~Helena~MT\								
Syntax Notes: None								
MDT Notes: Element N403 – N404 are not used by Montana. Montana Requires destination city and state. If a load is delivered to multiple locations, their needs to be one loop for each delivery.								

This FGS loop begins the individual shipments within the TFS loop. It is repeated when one of the following values changes:
 Bill of Lading (Document) Number
 Bill of Lading Date (Date Shipped)
 Gallons

Bill of Lading Forms Group Segment								Required Pos. No. 1000
Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length		Field Description
						Min	Max	
FGS01	350		M	Assigned Identification	AN	1	1	"D"
FGS02	128		X	Reference Identification Qualifier	ID	2	2	"BM"
FGS03	127		X	Reference Identification	AN	1	15	Bill of Lading Number
FGS~D~BM~00123456\								
Syntax Notes: If either FGS02 or FGS03 is present, then the other is required.								
MDT Notes: The bill of lading number is required.								

Sequence Number Reference Number Segment								Required Pos. No. 1100
Element ID	Elem Ref #	Sub-Ele Ref #	Field Status	Field Name	Field Type	Length		Field Description
						Min	Max	
REF01	128		M	Reference Identification Qualifier	ID	2	2	"55" = Sequence Number
REF02	127		X	Reference Identification	AN	1	7	Sequence Number
REF03	352		X	Description	AN	1	5	"00001" = Record Corrected "00003" = Remove record, reported in error
REF~55~0004567\								
Syntax Notes: REF02 is required.								
MDT Notes: REF02 is generated by the entity generating the filing. It will be used to point the filer to errors if found. REF03 is used by the reporter when correcting a reporting error. It is not submitted on the original submission.								

Bill of Lading Date Date/Time Reference Segment								Required Pos. No. 1200
Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length		Field Description
						Min	Max	
DTM01	374		M	Date/Time Qualifier	ID	3	3	"095"
DTM02	373		X	Date	DT	8	8	Bill of Lading Date (CCYYMMDD)
DTM~095~20010505\								
Syntax Notes: DTM02 is required.								
MDT Notes: None								

Bill of Lading Net Tax Information and Amount Segment								Required Pos. No. 1800
Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length		Field Description
						Min	Max	
TIA01	817		M	Tax Information ID Number	AN	4	4	"5005"
TIA02 and TIA03 are not used.								
TIA04	380		X	Quantity	R	1	15	Quantity
TIA05	355		M	Unit of Measurement Code	ID	2	2	"GA"
TIA~5005~8000~GA\								
Syntax Notes: TIA04 and TIA05 are required.								
MDT Notes: Net gallons are required in filing.								

Bill of Lading Gross Tax Information and Amount Segment								Required Pos. No. 1800
Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length		Field Description
						Min	Max	
TIA01	817		M	Tax Information ID Number	AN	4	4	"5006"
TIA02 and TIA03 are not used.								
TIA04	380		X	Quantity	R	1	15	Quantity
TIA05	355		M	Unit of Measurement Code	ID	2	2	"GA"
TIA~5006~~8000~GA\								
Syntax Notes: TIA04 and TIA05 are required.								
MDT Notes: Gross gallons are required in filing.								

Bill of Lading Billed Tax Information and Amount Segment								Required Pos. No. 1800
Element ID	Elem Ref. #	Sub-Ele Ref. #	Field Status	Field Name	Field Type	Length		Field Description
						Min	Max	
TIA01	817		M	Tax Information ID Number	AN	4	4	"5007"
TIA02 and TIA03 are not used.								
TIA04	380		X	Quantity	R	1	15	Quantity
TIA05	355		M	Unit of Measurement Code	ID	2	2	"GA"
TIA~5007~~8000~GA\								
Syntax Notes: TIA04 and TIAS 05 are required.								
MDT Notes: Billed gallons are required in filing.								

End of FGS loop for Individual shipments.

End of TFS loop for Schedule.

Transaction Set Trailer Description

End of Transaction Set Trailer Segment								(Required) Pos. No. 0100
Element ID	Elem Ref #	Sub-Ele Ref #	Field Status	Field Name	Field Type	Length		Field Description
						Min	Max	
SE01	96		M	Number of Included Segments	N0	1	10	Number of segments (inserted by translator)
SE02	329		M	Transaction Set Control Number	AN	4	9	Determined by Filer (same value in ST02, unique control number)
SE~156~10001\								
Syntax Notes: None								
MDT Notes: None								

End of Transaction Set

Functional Group Trailer Description

Functional Group Segment								(Required)
Element ID	Elem Ref #	Sub-Ele Ref #	Field Status	Field Name	Field Type	Length		Field Description
						Min.	Max.	
GE01	97		M	Number Of Transaction Sets Included	N0	1	6	Count of transaction sets within this GS/GE.
GE02	28		M/Z	Group Control Number	N0	1	9	The data interchange control number in the trailer must be identical to the same data element in the associated functional header (GS06).
GE~1~1101\								
Syntax Notes: None								
MDT Note: None								

Interchange Control Trailer Description

Interchange Segment								(Required)
Element ID	Elem Ref #	Sub-Ele Ref #	Field Status	Field Name	Field Type	Length		Field Description
						Min.	Max.	
IEA01	I16		M	Number Of Included Functional Groups	N0	1	5	Count of Function Groups Within This ISA/IEA.
IEA02	I12		M	Interchange Control Number	N0	9	9	The interchange number in the trailer must be identical to the same data element in the associated interchange header (ISA13).
IEA~10~000000001\								
Syntax Notes: None								
MDT Note: None								

Sample File

ISA~03~MDT813MF32~00~0000000000~ZZ~0123456789 ~ZZ~MONTANADOT
 ~030125~0500~|~00403~000000001~0~P~^\
 GS~TF~0123456789~MDT~MF32~20030123~0930~0001~X~004030\
 ST~813~10001~00001\
 BTI~T6~050~47~MDT~20030125~ABCD~24~516999988~49~123456~~~00\
 DTM~194~20021225\
 N1~TP~ABC Distributing\
 N2~ABC Incorporated\
 N3~123 C Street~PO Box 222\
 N4~Helena~MT~59601-2222~USA\
 PER~CN~Allen Smith~TE~4069959988~FX~4069950329~EM~asmith@abc.com\
 PER~EA~Joe Edi~TE~4069959988~FX~4069950329~EM~jedi@abc.com\
 N1~TP~ABC Incorporated\
 N3~PO BOX 222\
 N4~Helena~MT~59601-2222~USA\
***** Note: Report Information Starts *****
***** There is both a distributor and a carrier report *****
 TFS~T2~SDR\
 REF~55~0001234\
 TIA~5003~25000\
 TFS~T2~CCR\
 REF~55~0011234\
 REF~BE~1\
***** Note: Summary Information Starts *****
 TFS~T3~S03A~PG~228~T2~SDR\
 REF~55~0021234\
 FGS~S\
 TIA~5006~100\
***** Note: Schedule Starts *****
 TFS~T3~2~PG~065~94~J\
 REF~55~0041234\
 N1~OT~~TC~T81MT4007\
 N1~SE~Fuel Inc~24~516669999\
 N1~CA~ABC Trucking~24~516666666\
 N1~BY~Joe Gas Station~24~517222222\
 N1~ST~MT\
 N4~Helena~MT\
 FGS~D~BM~00123456\
 REF~55~0004567\
 DTM~095~20010505\
 TIA~5005~~~8000~GA\
 TIA~5006~~~8000~GA\
 TIA~5007~~~8000~GA\
 SE~36~10001\
 GE~1~1101\
 IEA~1~000000001\

WEB Reporting Method

Distributors can connect to MDT through the WEB to enter their report or correct a report that was filed through EDI. The connection to MDT is established in a secured method to protect the user's information.

The website is available 24 hours a day, seven (7) days week. A distributor can enter data into a tax report daily, weekly or monthly on this site.

The website address is www.mdt.mt.gov. From the menu bar you will choose Doing Business. In the drop down boxes you will then choose Fuel Taxes and then Distributor/Carrier/Retailer Reporting. This will take you to a new screen where you can choose to file on the internet website or send a EDI file.



To file on the website or to correct errors on a filed EDI report choose Internet Reporting. This will take you to the login screen.



You will be required to enter your Tax ID (no dashes) and a password provided by FTMA. Note: You will receive your login information once you have signed and returned the Trading Partner Agreement for Electronic Data Interchange (EDI).

MFS Login - Microsoft Internet Explorer

Address: https://webdb2.mdt.state.mt.us/pls/fuelweb/fuelwebapp.MFSK0200.Form_Login

Fuel Tax Management & Analysis

MDT serving you with pride

Login

10/15/2004 08:16:54 AM
PROD

Tax Id

Password

Login Cancel

The first time you enter the system you will be required to change your password. Note: If you ever forget your password, contact MDT at 406-444-7276 or 406-444-9256 to reset it to the original password.

MFS Password - Microsoft Internet Explorer

Address: https://webdb2.mdt.state.mt.us/pls/fuelweb/fuelwebapp.MFSK0200.Form_Update_Password?pvMsg_Code=220&pvRequired=YES&pvUser_Id=1354

Fuel Tax Management & Analysis

MDT serving you with pride

Change Password

10/15/2004 08:49:30 AM
@PROD

User Id ← Your FEIN

Current Password

New Password

Verify Password

Microsoft Internet Explorer

A new password is required.

OK

Your new password will have to be six (6) to 30 characters. The password can be letter, numbers or a combination of both. We recommend a combination of both.

The screenshot shows a Microsoft Internet Explorer window titled 'MFS Password'. The address bar displays the URL: https://webdb2.mdt.state.mt.us/pls/fuelweb/fuelwebapp.MFSK0200.Form_Update_Password?pvMsg_Code=2208pvRequired=YES&pvUser_Id=1354. The page header includes 'Fuel Tax Management & Analysis' and the MDT logo with the tagline 'serving you with pride'. The main heading is 'Change Password', and the date/time is '10/15/2004 08:49:30 AM @PROD'. The form contains the following fields and buttons:

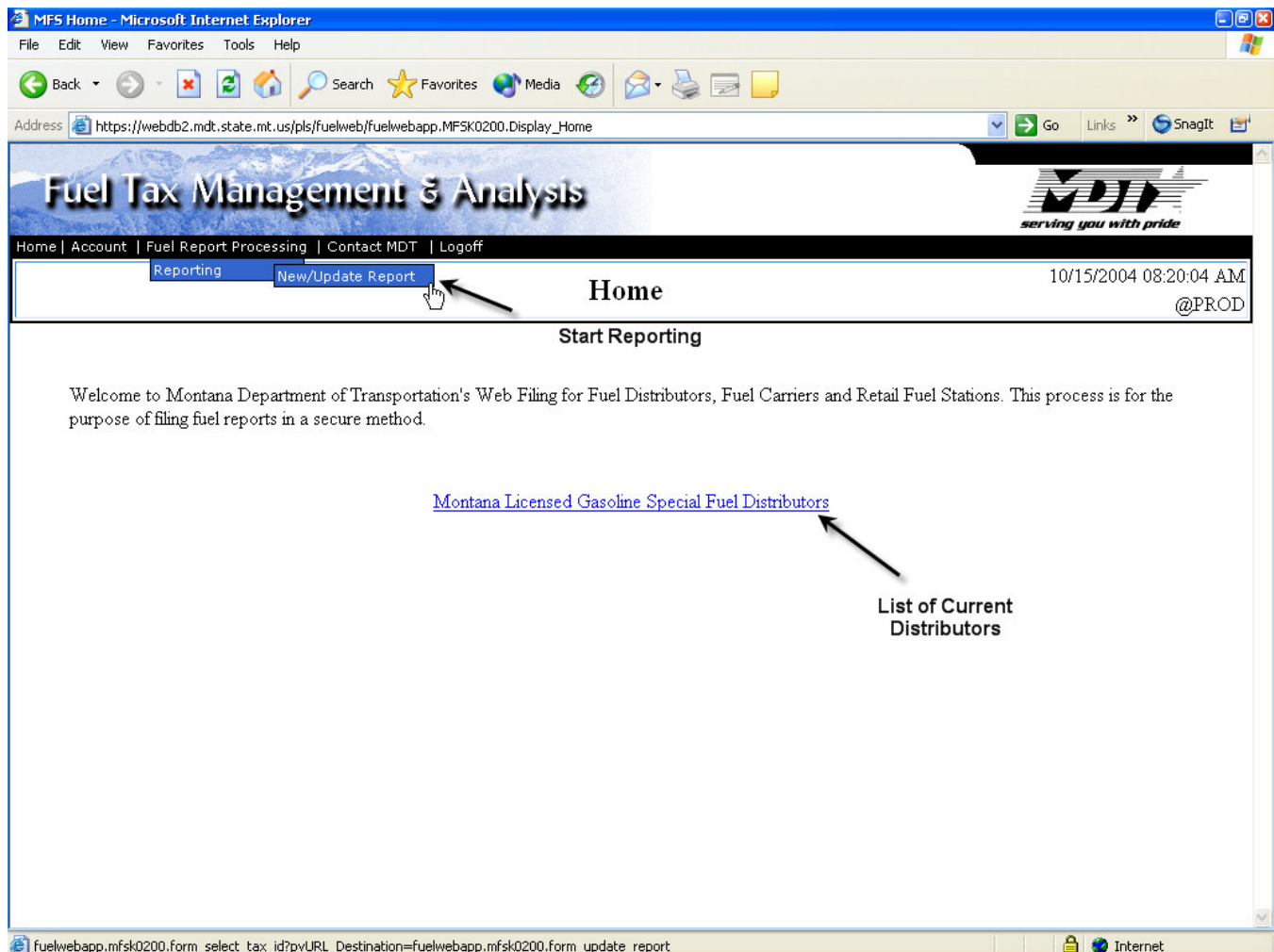
- User Id: [text field]
- Current Password: [password field]
- New Password: [password field]
- Verify Password: [password field]
- Submit button
- Reset button

An arrow points to the 'New Password' field with the text: 'New passwords must be 6 to 30 characters'.

The screenshot shows a Microsoft Internet Explorer window titled 'MFS Home'. The address bar displays the URL: https://webdb2.mdt.state.mt.us/pls/fuelweb/fuelwebapp.MFSK0200.Display_Home?pvMsg_Code=226. The page header includes 'Fuel Tax Management & Analysis' and the MDT logo with the tagline 'serving you with pride'. The main heading is 'Home', and the date/time is '10/15/2004 08:59:49 AM @PROD'. The page content includes a welcome message: 'Welcome to Montana Department of Transportation's Web Filing for Fuel Distributors, Fuel Carriers and Retail Fuel Stations. This process is for the purpose of filing fuel reports in a secure method.' Below this, there is a 'Montana' link and a 'tutors' link. A Microsoft Internet Explorer dialog box is displayed in the center, with the message: 'The password has been updated.' and an 'OK' button.

On the following screen you will find the list of Licensed Gasoline and Special Fuel Distributors and the due dates for the tax reports and electronic funds transfer (EFT). This is located in the center of the page and is an Adobe Acrobat file.

In the upper portion of the screen you will see a list of menu items. To start your report you will want to choose fuel report processing, then reporting and then new/update report.



Select the reporting year and period. The year and period will always default to the current period being reported. You can change periods or years by using the drop down arrows.

Click continue to start reporting.

MFS New/Update Report - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail

Address https://webdb2.mdt.state.mt.us/pls/fuelweb/fuelwebapp.mfisk0200.form_update_report Go Links SnagIt

Fuel Tax Management & Analysis

MDT serving you with pride

Home | Account | Fuel Report Processing | Contact MDT | Logoff

New/Update Report

10/15/2004 08:32:03 AM @PROD

Customer
Name Tax Id

Account
☒ DISTRIBUTOR:

Reporting
Year Period

Your Name

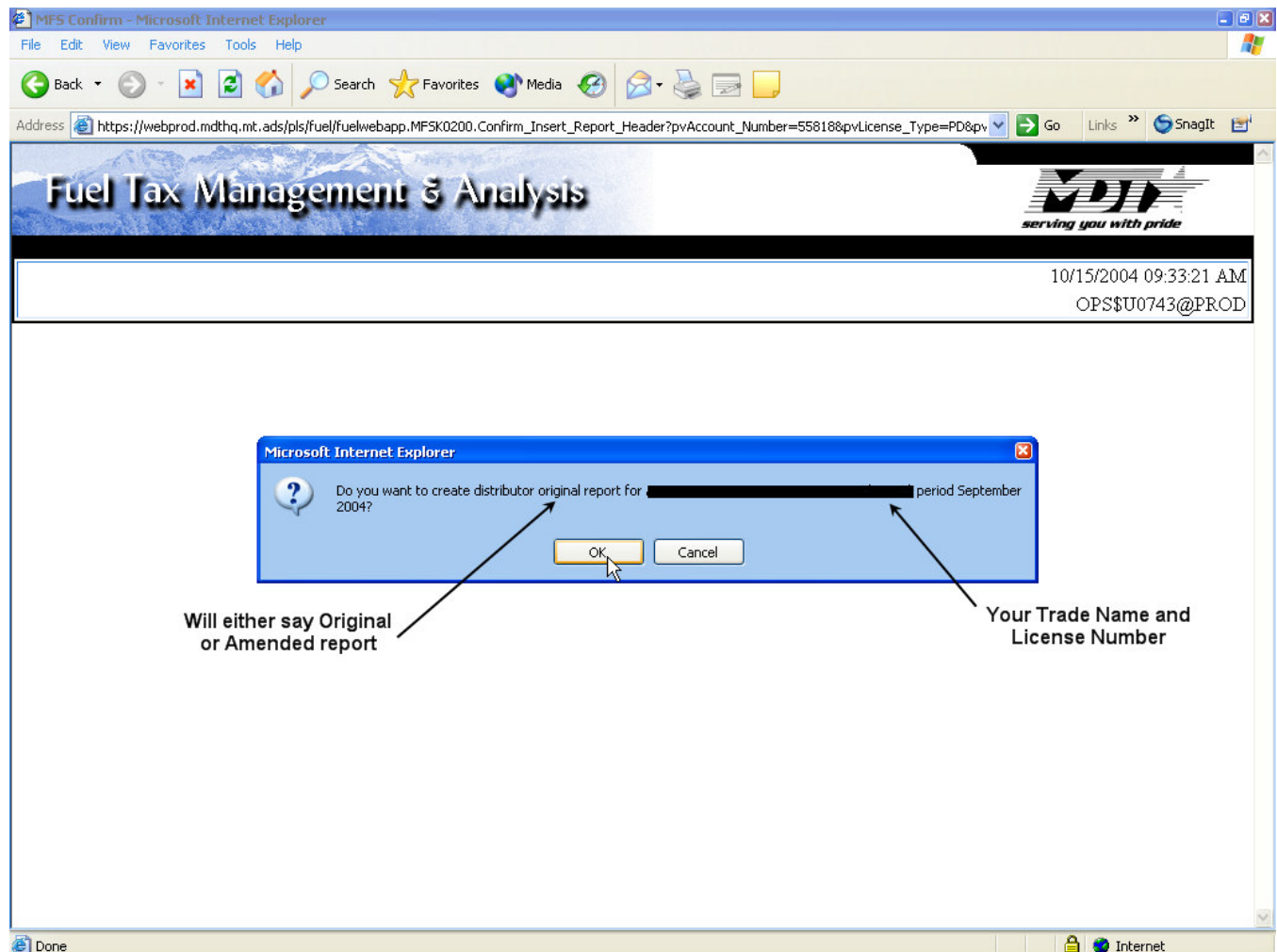
Your FEIN

Your Trade Name and License Number

Done Internet

When you click on the continue button you will get this box. It will ask you if you want to create an original report or an amend report for the period and year chosen. If an original report already exists in our system, then it will create an amended report for the period and year chosen.

If you do not want to create the report then choose cancel.



This is the screen where you can start your report. You can also update your contact, phone and fax numbers, email and addresses on this screen. Note: Postmark Date will automatically fill in when you certify your report.

Fuel Tax Management & Analysis Your information will automatically populate here

Home | Account | Fuel Report Processing | Contact MDT | Logout

10/15/2004 09:55:01 AM
@PROD

Current Report

Customer Account

Trade Name

Tax Id

Account

License Type DISTRIBUTOR

Report

File Type INTERNET Report Period SEPTEMBER 2004 Return Type ORIGINAL

Postmark Date ? [MFS32 - Report Summary](#)

Certification

☐ By checking the box I declare, under penalties of perjury, that this return (including any schedules) has been examined by me and to the best of my knowledge and belief is true, correct and complete.

Schedules

☐ No activity for this period.

Schedule	Product	Mode	Total Net Gallons	Total Gross Gallons	Total Billed Gallons	Details with Errors	Show Schedule
<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0	0		<input type="button" value="Add++"/>

Credits

Product	Credit Amount	Credit Gallons
<input type="text"/>	\$ 0.00	0

Credits

Product	Credit Amount	Credit Gallons
<input type="text"/>	\$ 0.00	0

Addresses & Contacts

Tax Contact

Name

Phone Fax

Email

EDI Contact

Name

Phone Fax

Email

Physical Address

Line 1

Line 2

City

State Zip Code

Mailing Address

Line 1

Line 2

City

State Zip Code

No Activity Report

If you have no activity for this period then you can click in the No activity for this period box and you will get this message. Click OK.

The screenshot shows a Microsoft Internet Explorer browser window displaying the 'MFS Current Report' web application. The address bar shows the URL: https://webdb2.mdt.state.mt.us/pls/fuelweb/fuelwebapp.MFSK0200.Form_Update_Report_Header?pvAddress_Error=NO&pvFocus=NO_ACTIVITY&...

The main heading is 'Fuel Tax Management & Analysis' with the MDT logo and the tagline 'serving you with pride'. The navigation bar includes links: Home | Account | Fuel Report Processing | Contact MDT | Logoff.

The 'Current Report' section shows the date and time: 10/15/2004 10:50:00 AM @PROD.

The 'Customer Account' section displays the following information:

Trade Name	Tax Id	Account	License Type
			DISTRIBUTOR

The 'Report' section shows the following information:

File Type	Report	Return Type
INTERNET		ORIGINAL

The 'Certification' section has a checkbox labeled 'By checking the box I declare, and by me and to the best of my knowl' and a button labeled 'OK'.

The 'Schedules' section has a checkbox labeled 'No activity for this period.' which is checked.

The 'Credits' section has a table with the following columns: Product, Credit Amount, Credit Gallons.

Product	Credit Amount	Credit Gallons
	\$ 0.00	0

Buttons for 'Update Credits' and 'Reset' are located below the table.

The 'Addresses & Contacts' section is partially visible at the bottom.

A dialog box titled 'Microsoft Internet Explorer' is overlaid on the page, displaying a warning icon and the message: 'The no activity field has been updated for this report.' with an 'OK' button.

Now you can certify the report and we will know it is ready for us to look at.

To certify the report, click the box below the word Certification and follow the messages in the popup boxes.

Fuel Tax Management & Analysis

Home | Account | Fuel Report Processing | Contact MDT | Logoff

Current Report

10/15/2004 10:50:00 AM
@PROD

Customer Account

Trade Name	Tax Id	Account	License Type
			DISTRIBUTOR

Report

File Type INTERNET
Postmark Date ?

Certification

☒ By checking this box, I certify that the information has been examined

Schedules

☒ No activity for this period.

Credits

Product	Credit Amount	Credit Gallons
	\$ 0.00	0

Update Credits Reset

Addresses & Contacts

At this point your report is completed. You need to certify your report by the due date. Notice the postmark has been updated.

Fuel Tax Management & Analysis

Home | Account | Fuel Report Processing | Contact MDT | Logoff

Current Report 10/20/2004 11:34:52 AM @PROD

Customer Account

Trade Name	Tax Id	Account	License Type DISTRIBUTOR
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Report

File Type INTERNET	Report Period	Return Type ORIGINAL
Postmark Date 10/20/2004		MFS32 - Report Summary

Certification

☒ By checking the box I declare, under penalty of perjury, that the information provided on this report (including any schedules) has been examined and is true and correct to the best of my knowledge and belief.

Schedules

☒ No activity for this period.

Addresses & Contacts

Tax Contact		EDI Contact	
Name		Name	
Phone	Fax	Phone	Fax
Email		Email	

Microsoft Internet Explorer

The certification has been updated.

OK

On the right side of the screen you will see MFS32 – Report Summary. This is where you can view and print your Report Summary for your records. Click on the MFS32 – Report Summary words to run the report.

MFS Current Report - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media

Address https://webdb2.mdt.state.mt.us/pls/fuelweb/fuelwebapp.MFSK0200.Form_Update_Report_Header?pvAddress_Error=NO&pvFocus=MOVE_FILING& Go Links SnagIt

Fuel Tax Management & Analysis

MDT serving you with pride

Home | Account | Fuel Report Processing | Contact MDT | Logoff

Current Report

10/20/2004 09:24:21 AM
@PROD

Customer Account

Trade Name	Tax Id	Account	License Type
DISTRIBUTOR			

Report

File Type INTERNET	Report Period SEPTEMBER 2004	Return Type ORIGINAL
Postmark Date 10/20/2004		MFS32 - Report Summary

Certification

☒ By checking the box I declare, under penalties of perjury, that this return (including any schedules) has been examined by me and to the best of my knowledge and belief is true, correct and complete.

Schedules

☒ No activity for this period.

Addresses & Contacts

Tax Contact		EDI Contact	
Name		Name	
Phone	Fax	Phone	Fax
Email		Email	

Done Internet

Here is where you can view and print your report summary

This is what a no activity tax report summary will look like. Notice it shows the postmark date and certification being checked.

MFS Temporary Report Summary - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail

Address https://webdb2.mdt.state.mt.us/pls/fuelweb/fuelwebapp.MFSK0200.Display_Temp_Report_Summary?pvReport_Header_Seq=431 Go Links SnagIt

Fuel Tax Management & Analysis

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Temporary Fuel Report Summary

10/15/2004 11:03:00 AM
@PROD

Customer Account

Trade Name	Tax Id	Account	License Type
DISTRIBUTOR			

Report

File Type INTERNET	Report Period SEPTEMBER 2004	Return Type ORIGINAL
Postmark Date 10/15/2004		

Distributor Summary

No Activity: Y Postmark Date: 10/15/2004

Certification

☒ By checking the box I declare, under penalties of perjury, that this return (including any schedules) has been examined by me and to the best of my knowledge and belief is true, correct and complete.

Done Internet

How to report with Schedules

MFS Current Report - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://webdb2.mdt.state.mt.us/pls/fuelweb/fuelwebapp.MFSK0200.Form_Update_Report_Header?pvAddress_Error=NO&pvFocus=NO_ACTIVITY&...

Fuel Tax Management & Analysis

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Home | Account | Fuel Report Processing | Contact MDT | Logoff

Current Report

10/15/2004 11:08:13 AM @PROD

Customer Account

Trade Name	Tax Id	Account	License Type DISTRIBUTOR
------------	--------	---------	--------------------------

Report

File Type INTERNET	Report Period SEPTEMBER 2004	Return Type ORIGINAL
Postmark Date ?		MFS32 - Report Summary

Certification

☐ By checking the box I declare, under penalties of perjury, that this return (including any schedules) has been examined by me and to the best of my knowledge and belief is true, correct and complete.

Schedules

Start your schedules here by choosing the following:

☐ No activity for this period.

Click here to add details to the schedule

Schedule	Product	Mode	Total Net Gallons	Total Gross Gallons	Total Billed Gallons	Details with Errors	Show Schedule
2 GALLONS RECEIVED TAX UNPAID	GASOLINE	TRUCK	0	0	0		Add++

Credits

Product	Credit Amount	Credit Gallons
	0.00	0

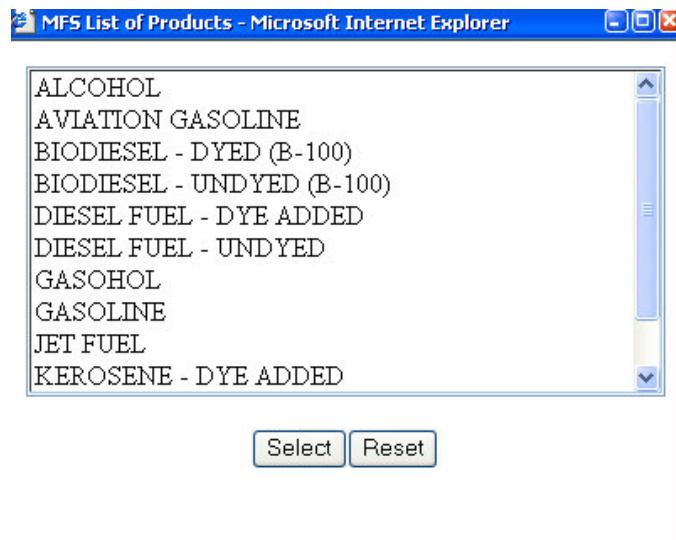
Enter the schedule number or choose one from the list by clicking on the arrow. See list below

MFS List of Schedules - Microsoft Internet Explorer

1 GALLONS RECEIVED TAX PAID
 2 GALLONS RECEIVED TAX UNPAID
 2A GALLONS RECEIVED FROM TERMINALS, REFINERIES OR DISTRIBUTORS, ORIGIN TAX-UNPAID
 3 GALLONS IMPORTED FROM ANOTHER STATE DIRECT TO CUSTOMER
 5 GALLONS DELIVERED TAX COLLECTED
 5R GALLONS DELIVERED TO NATIVE AMERICAN RESERVATION TAX COLLECTED
 6 GALLONS DELIVERED TO MOTOR FUEL LICENSEE - TAX NOT COLLECTED
 7 GALLONS EXPORTED
 7B GALLONS SOLD FOR EXPORT ORIGINATING STATE TAX-PAID
 8 GALLONS DELIVERED TO US GOVERNMENT - TAX EXEMPT

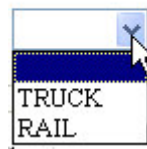
Select Reset

Enter the product code or name or choose one from the list by clicking on the arrow. See list below



Enter the mode or choose one from the list by clicking on the arrow. See list below

Mode



Once you have choose these, then click on the add button.



Enter all the BOLs for the same carrier, origin and buyer or seller. You can tab from field to field throughout this form or you can point and click in each field. Note: The fields are not case sensitive.

MFS Bill of Lading - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail

Address https://webdb2.mdt.state.mt.us/pls/fuelweb/fuelwebapp.mfsk0200.form_insert_schedule_details Go Links SnagIt

Fuel Tax Management & Analysis

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Home | Account | Fuel Report Processing | Contact MDT | Logoff

Bill of Lading 10/15/2004 11:39:44 AM
@PROD

Customer Account

Trade Name _____ Tax Id _____ Account _____ License Type DISTRIBUTOR

Report

File Type INTERNET Report Period SEPTEMBER 2004 Return Type ORIGINAL
Postmark Date ? [MFS32 - Report Summary](#)

Schedule

Schedule 2 GALLONS RECEIVED TAX UNPAID
Product GASOLINE Mode TRUCK

Carrier

Name Tax Id

Origin

Code Terminal
City State

Seller

Name _____ Tax Id

Bill of Lading

Line	Destination: City, State	Date	Number	Net Gallons	Gross Gallons
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0
6	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0
7	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0
8	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0
9	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0
10	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0
11	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0
TOTALS				0	0

The origin can be either the terminal code or enter the city and the state.

MFS Bill of Lading - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail

Address https://webdb2.mdt.state.mt.us/pls/fuelweb/fuelwebapp.mfsk0200.form_insert_schedule_details Go Links SnagIt

Fuel Tax Management & Analysis

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Home | Account | Fuel Report Processing | Contact MDT | Logoff

10/15/2004 01:43:27 PM
Y@PROD

Bill of Lading

Save Reset

Customer Account

Trade Name	Tax Id	Account	License Type
DISTRIBUTOR			

Report

File Type INTERNET	Report Period SEPTEMBER 2004	Return Type ORIGINAL
Postmark Date ?		MFS32 - Report Summary

Schedule

Schedule 2 GALLONS RECEIVED TAX UNPAID

Product GASOLINE Mode TRUCK

Carrier

Name Tax Id

Origin

Code Terminal State

City

You can either enter the terminal code or enter the city and state of where the fuel came from

Seller

Name Tax Id

Internet

MFS Bill of Lading - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media

Address https://webdb2.mdt.state.mt.us/pls/fuelweb/fuelwebapp.mfsk0200.form_update_bill_lading Go Links SnagIt

Fuel Tax Management & Analysis

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Home | Account | Fuel Report Processing | Contact MDT | Logoff

Bill of Lading

10/20/2004 02:43:37 PM
@PROD

Save Reset

Customer Account

Trade Name	Tax Id	Account	License Type	DIST

Report

File Type INTERNET Report Period SEPTEMBER 2004 Return Type ORIGINAL
Postmark Date ? [MFS32 - Report Summary](#)

Schedule

Schedule 2 GALLONS RECEIVED TAX UNPAID
Product GASOLINE Mode TRUCK

Carrier

Name HAPPY TRUCKING COMPANY Tax Id 1111111111

Origin

Code T81MT4003 Terminal CONOCO PIPELINE CO - HELENA (T81MT4003)
3180 HIGHWAY 12 EAST
HELENA, MT 59601 USA

Seller

Name On schedule 2 or 6, the seller or buyer's name will populate from the Tax ID
On schedule 2A, 3, 7 or 7B, you can enter the seller or buyer's name or it will
populate from the Tax ID, if the seller or buyer is licensed in Montana Tax Id

Done Internet

Destination: City, State	Date	Number	Net Gallons	Gross Gallons	Billed Gallons	Delete
, MT	09/01/2004	12345	5,000	5,000	5,000	<input type="checkbox"/>
,			0	0	0	
,			0	0	0	
,			0	0	0	
,			0	0	0	
,			0	0	0	
,			0	0	0	
,			0	0	0	
,			0	0	0	
,			0	0	0	
,			0	0	0	
,			0	0	0	
,			0	0	0	
,			0	0	0	
,			0	0	0	
			5,000	5,000	5,000	

If you forget to enter the carrier, origin, buyer or sellers name or FEIN, City, state, BOL number or gross gallons, spelled a Montana city's name wrong or an invalid city or enter an incorrect state abbreviation you will get an error message when you save the information. You can see the error message for the schedule here. There will be an error button next to the line in which the error occurred.

Fuel Tax Management & Analysis

Home | Account | Fuel Report Processing | Contact MDT | Logoff

Bill of Lading
10/15/2004 02:22:25 PM
@PROD

Save Reset

Customer Account

Trade Name
Tax Id
Account
License Type DIST

Report

File Type INTERNET
Report Period SEPTEMBER 2004
Return Type ORIGINAL

Postmark Date ?
[MFS32 - Report Summary](#)

Schedule

Schedule 2 GALLONS RECEIVED TAX UNPAID
Mode TRUCK

Product GASOLINE

Carrier

Name HAPPY TRUCKING COMPANY
Tax Id 111111111

Origin

Code T81MT4003

Terminal
 CONOCO PIPELINE CO - HELENA
 3180 HIGHWAY 12 EAST
 HELENA, MT 59601

Save Reset

on: City, State	Date	Number	Net Gallons	Gross Gallons	Billed Gallons	Delete
MT	09/01/2004	12345	5,000	5,000	5,000	<input type="checkbox"/>
	09/02/2004	12566	10,000	10,000	10,000	<input type="checkbox"/>
			0	0	0	
			0	0	0	
			0	0	0	
			0	0	0	
			0	0	0	
			0	0	0	
			0	0	0	
			0	0	0	
			0	0	0	
			0	0	0	
			0	0	0	
			0	0	0	
			0	0	0	
			15,000	15,000	15,000	


Errors...

Save Reset

Here is an example of an error message you might see when you press the error button.

Origin: City, State	Date	Number	Net Gallons	Gross Gallons	Billed Gallons	Delete
, MT	09/01/2004	12345	5,000	5,000	5,000	<input type="checkbox"/>
,	09/02/2004	12566	10,000	10,000	10,000	<input type="checkbox"/> Errors...
,				0	0	
,				0	0	
,				0	0	
,				0	0	
,				0	0	
,				0	0	
,				0	0	
,				0	0	
,				0	0	
			15,000	15,000	15,000	

Microsoft Internet Explorer

 The destination city/state must be present.

OK

By clicking on the error button you can see what the error was in that line.

Save Reset

Once you have corrected the errors and saved, the error buttons should disappear. The error message at the top of the screen will disappear if there are no other error on this schedule or any other schedule.

If you have more than one carrier or origin or buyer or seller you will have to start another list of BOLs for this fuel type and mode. To change the carrier, origin or buyer or seller you will need to press the schedule button located on the upper portion of the screen. (If you click on schedule or any other button before you save your information and move to another screen the information you have entered will be lost).

Schedule

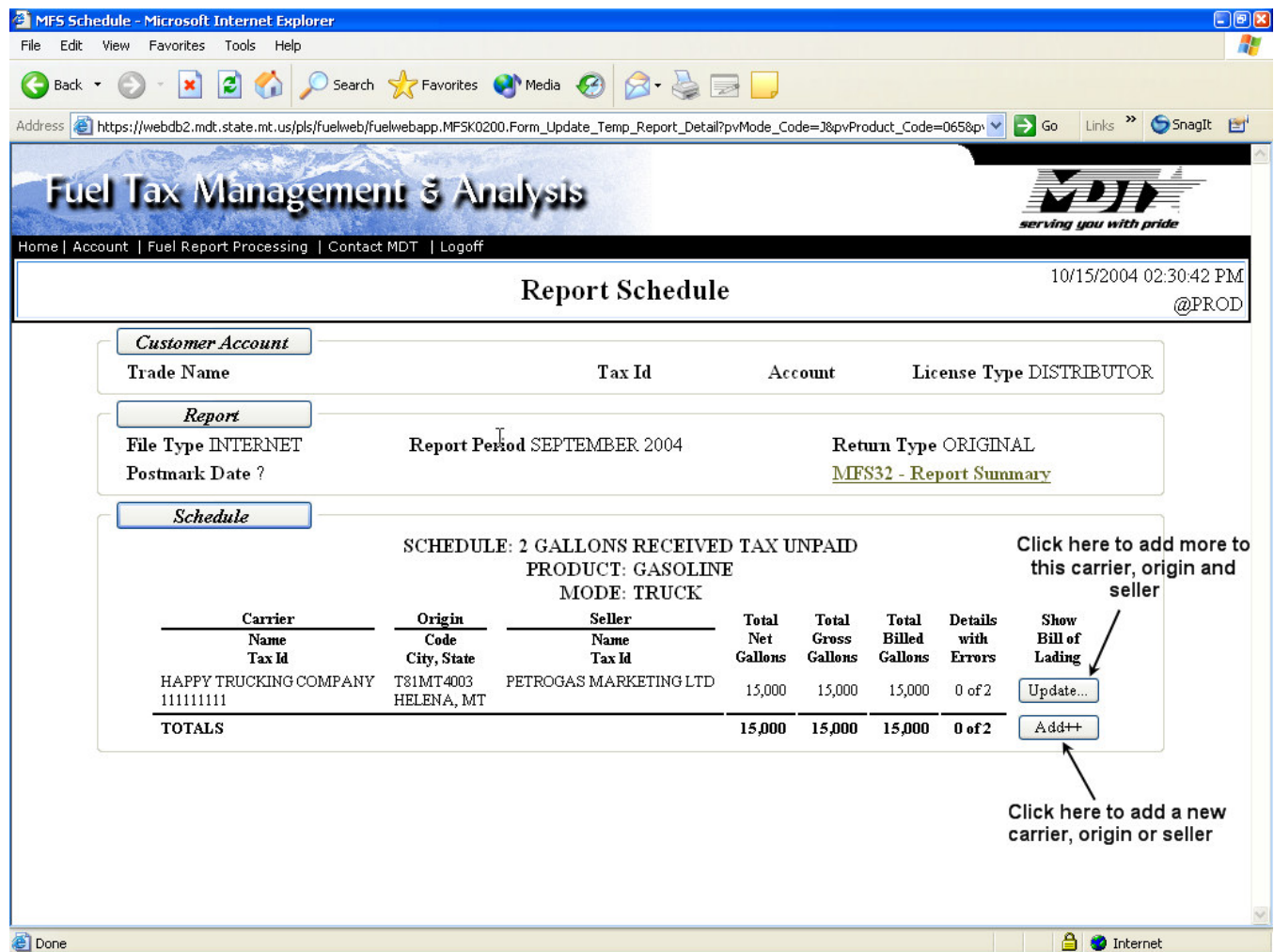
Schedule 2 GALLONS RECEIVED TAX UNPAID

Product GASOLINE



Click here to change Carrier, Origin or Seller for this schedule, fuel type and mode

You will return to this screen where you can add a new BOL list for this schedule, product and mode.



Fuel Tax Management & Analysis

Home | Account | Fuel Report Processing | Contact MDT | Logoff

10/15/2004 02:30:42 PM @PROD

Report Schedule

Customer Account

Trade Name _____ Tax Id _____ Account _____ License Type DISTRIBUTOR

Report

File Type INTERNET Report Period SEPTEMBER 2004 Return Type ORIGINAL

Postmark Date ? [MFS32 - Report Summary](#)

Schedule

SCHEDULE: 2 GALLONS RECEIVED TAX UNPAID
PRODUCT: GASOLINE
MODE: TRUCK

Carrier Name Tax Id	Origin Code City, State	Seller Name Tax Id	Total Net Gallons	Total Gross Gallons	Total Billed Gallons	Details with Errors	Show Bill of Lading
HAPPY TRUCKING COMPANY 111111111	T81MT4003 HELENA, MT	PETROGAS MARKETING LTD	15,000	15,000	15,000	0 of 2	Update...
TOTALS			15,000	15,000	15,000	0 of 2	Add++

Click here to add more to this carrier, origin and seller

Click here to add a new carrier, origin or seller

If you want to change schedules you need to press the report button located above the schedule button.

Report ← Click here to return to main report screen File Type INTERNET Postmark Date ?	Report Period SEPTEMBER 2004	Return Type ORIGINAL MFS32 - Report Summary
--	------------------------------	--

This will return you to the main screen where you can pick a new schedule, product and mode.

Remember: Once you have entered a new schedule, product and mode to click on the add button.

Fuel Tax Management & Analysis

Home | Account | Fuel Report Processing | Contact MDT | Logoff

Current Report

10/20/2004 08:14:56 AM
@PROD

Customer Account

Trade Name	Tax Id	Account	License Type DISTRIBUTOR
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Report

File Type INTERNET Report Period SEPTEMBER 2004 Return Type ORIGINAL
 Postmark Date ? [MFS32 - Report Summary](#)

Certification

☐ By checking the box I declare, under penalties of perjury, that this return (including any schedules) has been examined by me and to the best of my knowledge and belief is true, correct and complete.

Schedules

Schedule	Product	Mode	Total Net Gallons	Total Gross Gallons	Total Billed Gallons	Details with Errors	Show Schedule
2 GALLONS RECEIVED TAX UNPAID	GASOLINE	TRUCK	15,000	15,000	15,000	0 of 2	View...
<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0	0		Add++

Credits

Product	Credit Amount	Credit Gallons
<input type="text"/>	\$ 0.00	0

[Update Credits](#) [Reset](#)

Credits

If you have any credits you need to add, you can add them on this screen. The information needed to enter your credit will be supplied from FTMA in a letter granting you the credit due. Once you have enter the credit for a product click on the "Update Credits" button to save that credit.

Schedules

Schedule	Product	Mode	Total Net Gallons	Total Gross Gallons	Total Billed Gallons	Details with Errors	Show Schedule
2 GALLONS RECEIVED TAX UNPAID	AVIATION GASOLINE	TRUCK	83,499	83,499	83,499	0 of 11	View...
2 GALLONS RECEIVED TAX UNPAID	GASOLINE	TRUCK	2,925,374	2,925,374	2,925,374	0 of 429	View...
2 GALLONS RECEIVED TAX UNPAID	JET FUEL	TRUCK	930,115	930,115	930,115	0 of 96	View...
2A GALLONS RECEIVED FROM TERMINALS, REFINERIES OR DISTRIBUTORS, ORIGIN TAX-UNPAID	JET FUEL	TRUCK	358,050	358,050	358,050	0 of 38	View...
<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0	0		Add++

Credits

You will need to enter the product

Product

Credit Amount

Credit Gallons

[Update Credits](#) [Reset](#)

You will need to enter the dollar amount and gallons for the product you have entered.

Certifying Your Report

Once you have completed entering all your schedules you need to certify your report. By certifying your report we know you are finished with your report.

Fuel Tax Management & Analysis

Home | Account | Fuel Report Processing | Contact MDT | Logoff

Current Report 10/20/2004 08:34:49 AM @PROD

Customer Account

Trade Name _____ Tax Id _____ Account _____ License Type DISTRIBUTOR

Report

File Type INTERNET Postmark Date ? _____

Certification

☒ By checking this box, I certify that the information on this report is true and correct.

Schedules

Click OK if you are ready to submit your report

Schedule	Product	Mode	Total Net Gallons	Total Gross Gallons	Total Billed Gallons	Details with Errors	Show Schedule
2 GALLONS RECEIVED TAX UNPAID	GASOLINE	TRUCK	15,000	15,000	15,000	0 of 2	View...
			0	0	0		Add++

Credits

Product _____ Credit Amount \$ 0.00 Credit Gallons 0

Update Credits Reset

Certifying the report updates the postmark.

MFS Current Report - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Mail Print

Address https://webdb2.mdt.state.mt.us/pls/fuelweb/fuelwebapp.MFSK0200.Form_Update_Report_Header?pvAddress_Error=NO&pvFocus=MOVE_FILING& Go Links SnagIt

Fuel Tax Management & Analysis

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Home | Account | Fuel Report Processing | Contact MDT | Logoff

Current Report

10/20/2004 08:54:58 AM
@PROD

Customer Account

Trade Name Postmark has been updated Tax Id Account License Type DISTRIBUTOR

Report

File Type INTERNET Report Period Postmark Date 10/20/2004 Return Type ORIGINAL
[MFS32 - Report Summary](#)

Certification

☒ By checking the box I declare, under penalty of perjury, that the information provided on this report (including any schedules) has been examined and is true and complete.

Schedules

Schedule	Product	Mode	Total Net Gallons	Total Gross Gallons	Total Billed Gallons	Details with Errors	Show Schedule
2 GALLONS RECEIVED TAX UNPAID	GASOLINE	TRUCK	15,000	15,000	15,000	0 of 2	View...

Addresses & Contacts

Tax Contact		EDI Contact	
Name		Name	
Phone	Fax	Phone	Fax
Email		Email	

Done Internet

Remember to certify your report on or before the due date. If the report is not certified on or before the due date it will be considered late and you will be charged a late penalty.

Viewing and Printing Report Summary

If you click on the MFS32 – Report Summary you are able to view and print your report summary for your records.

Fuel Tax Management & Analysis

Home | Account | Fuel Report Processing | Contact MDT | Logoff

Current Report

10/20/2004 08:59:30 AM
@PROD

Customer Account

Trade Name	Tax Id	Account	License Type DISTRIBUTOR
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Report

File Type INTERNET Report Period SEPTEMBER 2004 Return Type ORIGINAL

Postmark Date 10/20/2004 [MFS32 - Report Summary](#)

Certification

☒ By checking the box I declare, under penalties of perjury, that this return (including any schedules) has been examined by me and to the best of my knowledge and belief is true, correct and complete.

Schedules

Schedule	Product	Mode	Total Net Gallons	Total Gross Gallons	Total Billed Gallons	Details with Errors	Show Schedule
2 GALLONS RECEIVED TAX UNPAID	GASOLINE	TRUCK	15,000	15,000	15,000	0 of 2	View...

Addresses & Contacts

Tax Contact		EDI Contact	
Name		Name	
Phone	Fax	Phone	Fax
Email		Email	

Click here to view report summary and see amount of tax owed

The report summary shows the amount of tax due for this report. This is the amount MDT will draft from your account if you pay by ACH debit or this is the amount you need to send to us. Click the Print button to print.

MFS Temporary Report Summary - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail

Address: https://webdb2.mdt.state.mt.us/pls/fuelweb/fuelwebapp.MFSK0200.Display_Temp_Report_Summary?pvReport_Header_Seq=431 Go Links SnagIt

10/20/2004 09:02:33 AM @PROD

Temporary Fuel Report Summary

Customer Account
 Trade Name _____ Tax Id _____ Account _____ License Type DISTRIBUTOR

Report
 File Type INTERNET Report Period SEPTEMBER 2004 Return Type ORIGINAL
 Postmark Date 10/20/2004

Distributor Summary

	Gasoline	Aviation	Clear Diesel	Dyed Diesel
Tax				
Total Gallons:	15,000	0	0	0
Tax Due:	\$4,009.50	\$0.00	\$0.00	
Portion Exempt Military Use:		\$0.00		
Total Aviation Tax Due:		\$0.00		
Cleanup Fee				
Gallons Subject to Cleanup Fee:	15,000	0	0	0
Gallons Exempt from Cleanup Fee:		0	0	0
Total Cleanup Gallons:	15,000	0	0	0
Total Cleanup Fee:	\$112.50	\$0.00	\$0.00	\$0.00
Credit:	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal:	\$4,122.00	\$0.00	\$0.00	\$0.00
Penalty:		\$0.00		
Interest:		\$0.00		
Total Amount Due:		\$4,122.00		

Receipts

	Gasoline	Aviation	Clear Diesel	Dyed Diesel
Receipts				
Schedule 2A Receipts:	0	0	0	0
Schedule 2 Receipts:	15,000	0	0	0
Schedule 3 Receipts:	0	0	0	0
Total Receipts:	15,000	0	0	0
Disbursements				
Schedule 6 Disbursements:	0	0	0	0
Schedule 7 Disbursements:	0	0	0	0
Schedule 7B Disbursements:	0	0	0	0
Total Disbursements:	0	0	0	0
Net Gallons:	15,000	0	0	0
Net Gallons of Gasohol:	0			
Net Gallons of Aviation Fuel:		0		
Net Gallons of Jet Fuel:		0		
Net Gallons Sold to the Military:		0	0	0
Net Gallons Sold to the Railroad:			0	0

Postmark Date: 10/20/2004 ← Displays postmark and certification

Certification

☒ By checking the box I declare, under penalties of perjury, that this return (including any schedules) has been examined by me and to the best of my knowledge and belief is true, correct and complete.

Un-certifying Your Report

Prior to the due date, if you have found you have forgotten a load of fuel or added a load that should not have been reported, you can un-certify a report to add the missing load or delete it.

To un-certify the report, just click on the certification box. You get the message show below.

Fuel Tax Management & Analysis
MDT serving you with pride

Home | Account | Fuel Report Processing | Contact MDT | Logoff

Current Report 10/20/2004 09:12:32 AM @PROD

Customer Account

Trade Name Tax Id Account License Type DISTRIBUTOR

Report

File Type INTERNET
Postmark Date 10/20/2004

Certification

☐ By checking this box, I certify that the information has been examined

Schedules

Schedule	Product	Mode	Total Net Gallons	Total Gross Gallons	Total Billed Gallons	Details with Errors	Show Schedule
2 GALLONS RECEIVED TAX UNPAID	GASOLINE	TRUCK	15,000	15,000	15,000	0 of 2	View...

Addresses & Contacts

Tax Contact

Name
Phone Fax
Email

EDI Contact

Name
Phone Fax
Email

Microsoft Internet Explorer dialog box:
You are un-certifying this file. This file will not be considered submitted to the Montana Department of Transportation until it has been re-certified. Do you want to continue?
OK Cancel

MFS Current Report - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://webdb2.mdt.state.mt.us/pls/fuelweb/fuelwebapp.MFSK0200.Form_Update_Report_Header?pvAddress_Error=NO&pvFocus=MOVE_FILING&

Fuel Tax Management & Analysis

Home | Account | Fuel Report Processing | Contact MDT | Logoff

Current Report

10/20/2004 09:15:37 AM @PROD

Customer Account

Trade Name Tax Id Account License Type DISTRIBUTOR

Report

File Type INTERNET Report Period Postmark Date ? Return Type ORIGINAL

[MFS32 - Report Summary](#)

Certification

☐ By checking the box I declare, under penalties of perjury, that this return (including any schedules) has been examined by me and to the best of my knowledge and belief is true, correct and complete.

Schedules

Schedule	Product	Mode	Total Net Gallons	Total Gross Gallons	Total Billed Gallons	Details with Errors	Show Schedule
2 GALLONS RECEIVED TAX UNPAID	GASOLINE	TRUCK	15,000	15,000	15,000	0 of 2	View...
			0	0	0		Add++

Credits

Product Credit Amount Credit Gallons

\$ 0.00 0

[Update Credits](#) [Reset](#)

Done Internet

Now you can add or delete information. Remember to re-certify the report on or before the due date.

MFS Current Report - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://webdb2.mdt.state.mt.us/pls/fuelweb/fuelwebapp.MFSK0200.Form_Update_Report_Header?pvAddress_Error=NO&pvReport_Header_Seq=4

Fuel Tax Management & Analysis

Home | Account | Fuel Report Processing | Contact MDT | Logoff

Current Report

10/20/2004 02:40:19 PM @PROD

Customer Account

Trade Name Tax Id Account License Type DISTRIBUTOR

Report

File Type INTERNET Report Period SEPTEMBER 2004 Return Type ORIGINAL

[MFS32 - Report Summary](#)

Certification

☐ By checking the box I declare, under penalties of perjury, that this return (including any schedules) has been examined by me and to the best of my knowledge and belief is true, correct and complete.

Schedules

Schedule	Product	Mode	Total Net Gallons	Total Gross Gallons	Total Billed Gallons	Details with Errors	Show Schedule
2 GALLONS RECEIVED TAX UNPAID	GASOLINE	TRUCK	15,000	15,000	15,000	0 of 1	View...
			0	0	0		Add++

Credits

Product Credit Amount Credit Gallons

\$ 0.00 0

[Update Credits](#) [Reset](#)

Internet

Printing Schedules for Current Report.

To print the schedules for your current report, you need to choose print schedules as soon below.

Click here to print current period schedules

Welcome to Montana Department of Transportation's Web Filing for Fuel Distributors, Fuel Carriers and Retail Fuel Stations. This process is for the purpose of filing fuel reports in a secure method.

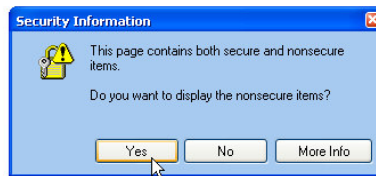
[Montana Licensed Gasoline Special Fuel Distributors](#)

Make sure you have the correct period and year. Then click on continue to view and print report.

Click Continue to view schedule report

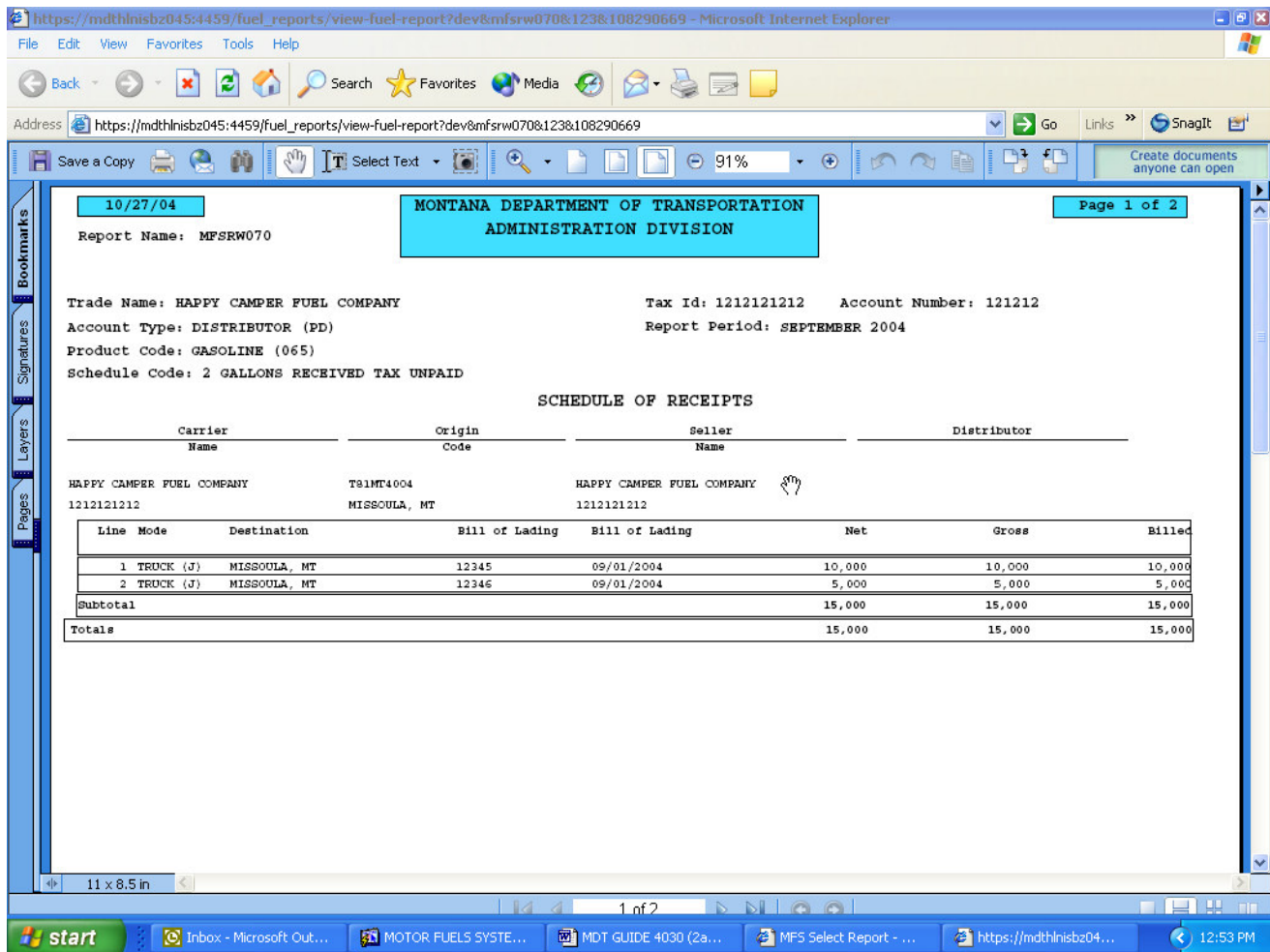
Continue Reset

You will have to click “yes” to view the report.



Click yes to view the schedules

The report will look like this.

A screenshot of a Microsoft Internet Explorer browser window displaying a fuel report from the Montana Department of Transportation Administration Division. The report is titled "10/27/04" and "Report Name: MFSRW070". It includes fields for Trade Name, Account Type, Product Code, Schedule Code, Tax Id, Account Number, and Report Period. Below this is a "SCHEDULE OF RECEIPTS" table with columns for Line, Mode, Destination, Bill of Lading, Net, Gross, and Billed. The table shows two lines of data for trucks in Missoula, MT, with a subtotal and totals row. The browser's address bar shows the URL "https://mdthnlsbz045:4459/fuel_reports/view-fuel-report?dev&mfsrw070&123&108290669". The taskbar at the bottom shows the Start button and several open applications including "Inbox - Microsoft Out...", "MOTOR FUELS SYSTE...", "MDT GUIDE 4030 (2a...", "MFS Select Report - ...", and the current browser window.

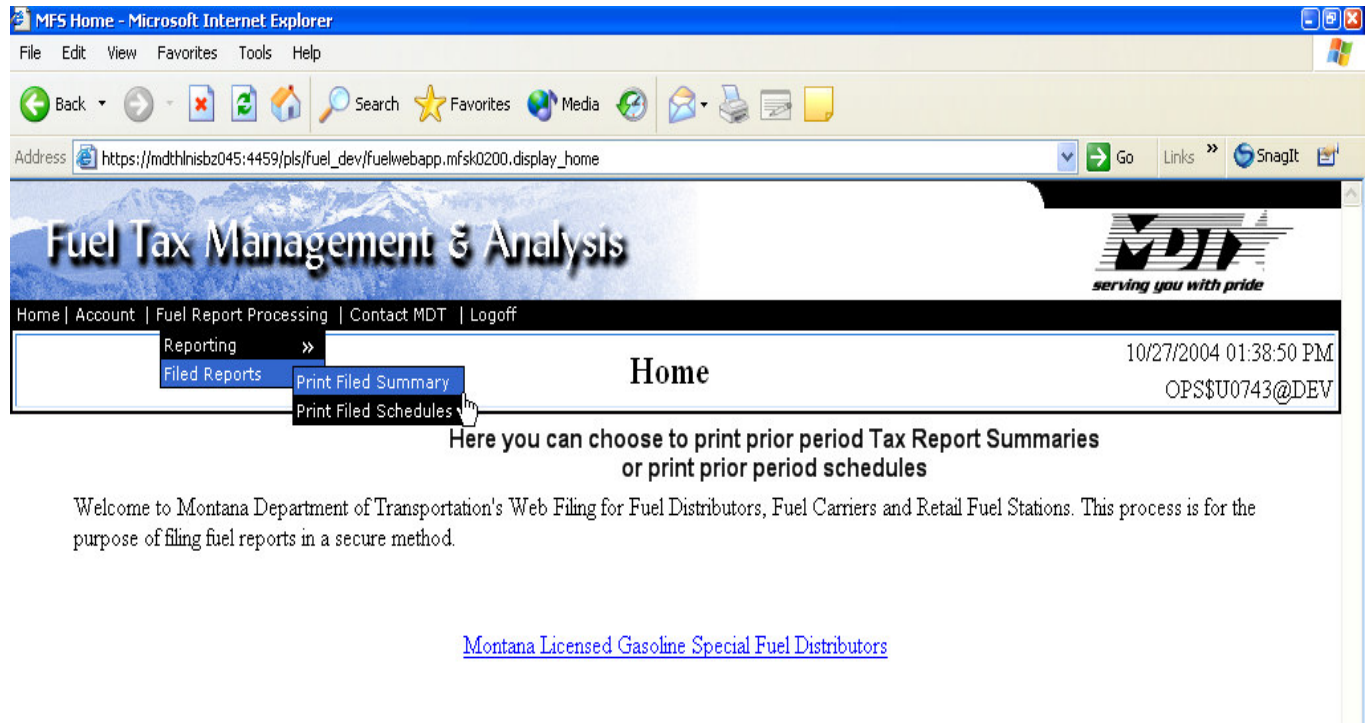
Click on the print button shown below to print your schedules.



Printing Prior Period Report Summaries

You can only print prior period reports starting with July 2004. Reports prior to July 2004 are not on this system.

You will need to choose the Filed Reports option under Fuel Report Processing. Then choose Print Filed Summary.



Make sure you choose the correct period and year for the report you want. Then click continue.

Fuel Tax Management & Analysis

Home | Account | Fuel Report Processing | Contact MDT | Logoff

Print Filed Summaries Report 10/28/2004 08:16:33 AM
OPS\$U0743@DEV

Customer
Name Tax Id

Account
☒ DISTRIBUTOR

Reporting
Year 2004 Period September

Choose what year you want to print Click here to print Continue Reset Choose what period you want to print

You will have to click “yes” to view and print summary.

Security Information

This page contains both secure and nonsecure items.
Do you want to display the nonsecure items?

Yes No More Info

Click on yes to view summary

Here is an example of what the summary will look like.

10/28/04 **MONTANA DEPARTMENT OF TRANSPORTATION
ADMINISTRATION DIVISION
PRIOR FUEL REPORT SUMMARY** Page 1 of 1

Report Name: MFSRW091

Name:
Tax Id:
Report Year: 2004

Account Number:
Report Period: 03

Account Type: PW
Report Type: ORIGINAL

DISTRIBUTOR SUMMARY

	Gasoline	Aviation	Clear Diesel	Dyed Diesel
Total Gallons:	239,425	545,219	227,959	133,868
Tax Due:	63,998.30	21,808.76	62,620.34	
Portion Exempt Military Use:		0.00		
Total Aviation Tax Due:		21,808.76		
Gallons Subject to Cleanup Fee:	239,425	545,219	227,959	133,868
Gallons exempt - Cleanup Fee:		0	0	0
Total Cleanup Gallons:	239,425	545,219	227,959	133,868
Total Cleanup Fee:	1,795.69	4,089.14	1,709.69	1,004.01
Credit:	0.00	0.00	0.00	0.00
Subtotal:	65,793.99	25,897.90	64,330.03	1,004.01
Penalty:			0.00	
Interest:			0.00	
Total Amount Due:			157,025.93	

	Gasoline	Aviation	Clear Diesel	Dyed Diesel
Schedule 2A Receipts:	0	0	0	0
Schedule 2 Receipts:	0	0	0	0
Schedule 3 Receipts:	314,066	545,219	227,959	133,868
Total Receipts:	314,066	545,219	227,959	133,868
Schedule 6 Disbursements:	74,641	0	0	0
Schedule 7 Disbursements:	0	0	0	0
Schedule 7B Disbursements:	0	0	0	0
Total Disbursements:	74,641	0	0	0
Net Gallons:	239,425	545,219	227,959	133,868
Net Gallons of Gasohol:	0			
Net Gallons of Aviation Fuel:		0		
Net Gallons of Jet Fuel:		545,219		
Net Gallons sold to the Military:		0	0	0
Net Gallons sold to a Railroad:			0	0

Postmark Date: 05/18/04

Click on the print button shown below to print your schedules.



Print Prior Period Report Schedules

You will need to choose the Filed Reports option under Fuel Report Processing. Then choose Print Filed Schedules.

Fuel Tax Management & Analysis

Home | Account | Fuel Report Processing | Contact MDT | Logoff

Reporting
Filed Reports
Print Filed Summary
Print Filed Schedules

Home

10/28/2004 09:08:05 AM
OPS\$U0743@DEV

Click here to print prior period schedules

Welcome to Montana Department of Transportation's Web Filing for Fuel Distributors, Fuel Carriers and Retail Fuel Stations. This process is for the purpose of filing fuel reports in a secure method.

[Montana Licensed Gasoline Special Fuel Distributors](#)

Make sure you choose the correct period and year for the report you want. Then click continue.

Fuel Tax Management & Analysis

Home | Account | Fuel Report Processing | Contact MDT | Logoff

Print Filed Schedules Report

10/28/2004 09:20:55 AM
OPS\$U0743@DEV

Customer Name Tax Id

Account
☒ DISTRIBUTOR

Reporting
Year 2004 Period September

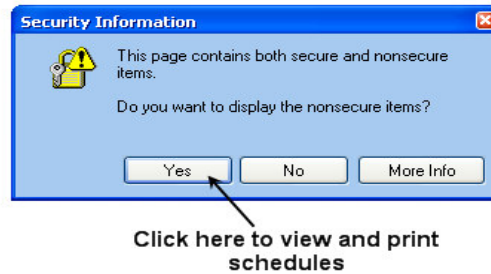
Click here to choose year

Click here to choose prior period

Click here to view schedules

Continue Reset

You will have to click “yes” to view and print schedules.



Here is an example of what the schedules will look like.

10/28/04

MONTANA DEPARTMENT OF TRANSPORTATION
ADMINISTRATION DIVISION

Page 1 of 9

Report Name: MP5RW080

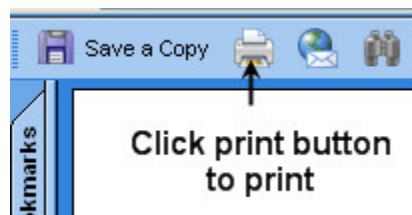
Customer Name: FEIN: Account Number: Account Type: PW Report Year: 2004 Period: 03

Schedule Code: 3 Product Code: 065

SCHEDULE OF RECEIPTS

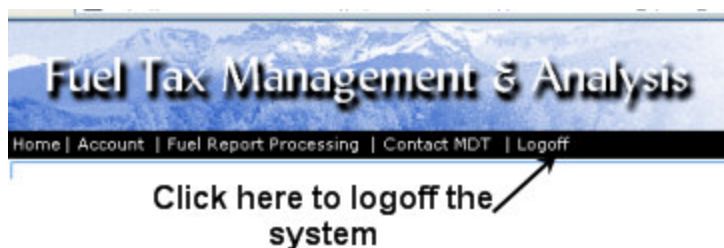
Mode	Carrier Name/Tax Id	Origin Code	Seller Name/Tax Id	Destination Code	BOL Num/Date	Gross	Net	Billed
1 J	TRIMAC/FRT INC.	102465879 REGINA, SK	IMPERIAL OIL LIMITED	SHELBY, MT	252557 03/10/04	3,037	3,028	3,037
2 J	MANTEIS TRANSPORT, INC.	102465879 REGINA, SK	IMPERIAL OIL LIMITED	CONRAD, MT	250658 03/01/04	9,775	9,950	9,775
3 J	MANTEIS TRANSPORT, INC.	102465879 REGINA, SK	IMPERIAL OIL LIMITED	DUTTON, MT	250888 03/02/04	9,777	9,965	9,777
4 J	MANTEIS TRANSPORT, INC.	102465879 REGINA, SK	IMPERIAL OIL LIMITED	FAIRFIELD, MT	250999 03/03/04	10,335	10,564	10,335
5 J	TRIMAC/FRT INC.	102465879 REGINA, SK	IMPERIAL OIL LIMITED	SHELBY, MT	252178 03/08/04	14,979	15,273	14,979
19 J	TRIMAC/FRT INC.	102465879 REGINA, SK	IMPERIAL OIL LIMITED	SHELBY, MT	254338 03/19/04	15,163	15,382	15,163
20 J	TRIMAC/FRT INC.	102465879 REGINA, SK	IMPERIAL OIL LIMITED	SHELBY, MT	255150 03/24/04	14,821	15,059	14,821
21 J	TRIMAC/FRT INC.	102465879 REGINA, SK	IMPERIAL OIL LIMITED	SHELBY, MT	255533 03/25/04	15,189	15,405	15,189
22 J	TRIMAC/FRT INC.	102465879 REGINA, SK	IMPERIAL OIL LIMITED	SHELBY, MT	256261 03/29/04	15,239	15,417	15,239
23 J	TRIMAC/FRT INC.	102465879 REGINA, SK	IMPERIAL OIL LIMITED	SHELBY, MT	256704 03/31/04	15,293	15,456	15,293
24 J	MANTEIS TRANSPORT, INC.	102465879 REGINA, SK	IMPERIAL OIL LIMITED	SHELBY, MT	251138 03/03/04	14,794	15,117	14,794
Total:						314069	319089	314069

Click on the print button shown below to print your schedules.

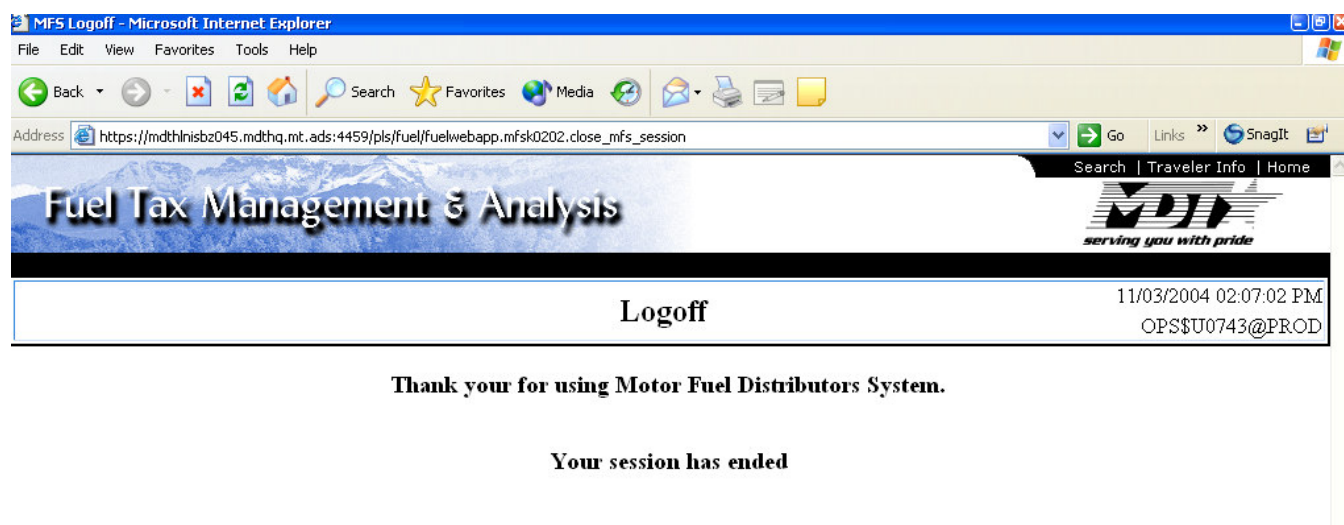


Leaving the System

Once you have completed, certified and printed your tax report summary and schedules you need to logoff the system.



If you have properly logged off the system you will get this logoff screen.



If you have any questions or problems working in the system, FTMA can help. FTMA is able to view the same screens and information you do while you are working in your report but we cannot change your information for you.

As more features are added to the website, we will send updated pages to this guide.

Paper Forms Reporting Method (MDT forms only)

Montana Gasoline/Special Fuel Distributors monthly reporting forms are available on the Internet at <http://www.mdt.mt.gov/publications/forms.shtml#fuel>. All information on the schedules is required. Licensed Montana Distributors are required to file a report regardless if they have had any fuel activity or not.

Montana's distributor tax reports for the preceding month are due and need to be postmarked by the 25th of the month except when the 25th falls on a weekend or holiday. When this happens, the due date becomes the next business day after the 25th. For example, March 2004 report was due needed to be postmarked on or before April 26, 2004.



Montana Department of Transportation
Administration
PO BOX 5895
HELENA MT 59604-5895
Phone: (406) 444-7276 FAX: (406) 444-6032 TTY: (406) 444-3696
www.mdt.state.mt.us

Do Not Write in this Space

Distributor's License Tax Report

Owner Name		Track name (if any)	
Address			
City	State	Zip Code	Phone
License Number	Social Security Number	Federal ID Number	Month

Complete Section II - Backside

Section I

Gasoline/Special Fuel Computation

Tax	Gasoline	Aviation	Clear Diesel	Dyed Diesel
1. Total Gallons <small>Line 9, Section II</small>				
2. Tax Due <small>Gas: Line 1 X .2675 Aviation: Line 1 X .04 Dyed: Line 1 X .2567</small>	\$	\$	\$	
3. Portion Exempt - Military use <small>Aviation: Line 13 X .04</small>		\$		
4. Total Tax Due <small>Gas: From line 2 Aviation: From line 2 minus line 3 Dyed: From line 2</small>	\$	\$	\$	

Cleanup Fee

5. Gallons Subject to Cleanup Fee <small>Gallons from Line 1, Section II Plus Gallons from Line 7 of Section II</small>				
6. Gallons exempt - Cleanup Fee <small>Gallons from Line 13 and 14, Section II</small>				
7. Total Gallons Subject to Cleanup Fee <small>Line 5 minus Line 6</small>				
8. Total Cleanup Fee <small>Line 7 X .0075</small>	\$	\$	\$	\$

9. Credit Attach Substantiation	\$	\$	\$	\$
10. Subtotal <small>Line 4 + Line 8 minus Line 9</small>	\$	\$	\$	\$

11. Penalty	\$
12. Interest	\$
13. Total Amount Due <small>Total of lines 10 through 12 - All Columns</small>	\$

Make remittance payable to the Department of Transportation.

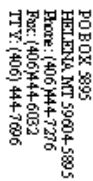
I declare, under penalties of perjury, that this return (including any schedules) has been examined by me and to the best of my knowledge and belief is true, correct and complete.

Forms Needed: MF-32 ☐
MF-32A-Receipts ☐
MF-32A-Disbursements ☐

(Signature of Authorized Agent)

Title

Section II				
Receipts	Gasoline	Aviation	Clear Diesel	Dyed Diesel
1. Gallons withdrawn from distributor's own refinery or pipeline terminal. <small>Total gallons from MP32A-Receipts (schedule 2a)</small>				
2. Gallons withdrawn from other distributor's refinery or pipeline terminal. <small>Total gallons from MP32A-Receipts (schedule 2)</small>				
3. Gallons imported into Montana from another state. <small>Total gallons from MP32A-Receipts (schedule 3)</small>				
4. Total Receipts <small>Line 1 + Line 2 + Line 3</small>				
Disbursements				
5. Gallons delivered to licensed distributors tax not collected. <small>Total gallons from MP32A-Disbursements (schedule 6)</small>				
6. Gallons exported outside of Montana <small>Total gallons from MP32A-Disbursements (schedule 7)</small>				
7. Gallons exported or sold for export tax-paid. <small>Total gallons from MP32A-Disbursements (schedule 7b)</small>				
8. Total Disbursements <small>Line 5 + Line 6 + Line 7</small>				
9. Total Gallons <small>Line 4 minus Line 8</small>				
10. Portion of line 9 that is Gasohol.				
11. Portion of line 9 that is Aviation.				
12. Portion of line 9 that is Jet Fuel.				
13. Portion of line 9 that is sold to the Military Defense Fuel Supply Center. <small>from MP32A-Disbursements, schedule 8</small>				
14. Portion of line 9 that is sold to a railroad. <small>from MP32A-Disbursements, schedule 10Y</small>				
Tax Exempt Information:				
<p>Gasoline: NO gasoline or gasohol is exempt from the Montana Distributors License Tax unless sold to another licensed distributor, or exported out of Montana by a licensed distributor.</p> <p>Aviation: Only those gallons of JP-4 and JP-8 that are sold to the Military Defense Fuel Supply Center are exempt from the total .04 Aviation tax. All other gallons distributed in the state and not sold to another licensed distributor are taxable at .04 per gallon.</p> <p>Clear Diesel: NO clear diesel is exempt from the Montana Distributors License Tax unless sold to another licensed distributor, or exported out of Montana by a licensed distributor.</p> <p>Dyed Diesel: Exempt from the Montana Distributors License Tax.</p>				
Cleanup Fee Exemption Information:				
<p>Gasoline: NO gasoline or gasohol is exempt from the Montana Petroleum Storage Cleanup Fee unless sold to another licensed distributor, or exported out of Montana by a licensed distributor.</p> <p>Aviation: Only those gallons of JP-4 and JP-8 that are sold to the Military Defense Fuel Supply Center are exempt from the Montana Petroleum Storage Cleanup Fee. All other gallons distributed within the state and not sold to another licensed distributor are subject to the cleanup fee.</p> <p>Clear Diesel: Only those gallons of clear diesel fuel sold to a railroad, the Military Defense Fuel Supply Center, another licensed distributor, or exported out of Montana by a licensed distributor are exempt.</p> <p>Dyed Diesel: Only those gallons of dyed diesel fuel sold to a railroad, the Military Defense Fuel Supply Center, another licensed distributor, or exported out of Montana by a licensed distributor are exempt.</p>				
Rate Schedule		Penalties:		
<p>Gasoline: Tax rate is .2473 (which is .27 less 1% collection allowance). Cleanup fee is .0075.</p> <p>Aviation: Tax rate is .04. Cleanup fee is .0075.</p> <p>Clear Diesel: Tax rate is .2747 (which is .2775 less 1% collection allowance). Cleanup fee is .0075.</p> <p>Dyed Diesel: Tax rate is zero. Cleanup fee is .0075.</p>		<p>Late Filing: \$1.00</p> <p>Late Pay: \$1.00 or 10% of total tax liability whichever is greater.</p> <p>Interest: Prorated daily at an annual percentage rate of 12%. Example: (0.12 / 365) X Number of days late X Tax liability</p>		



Schedule Type: (Circle One)

284 Biodiesel - Unhyed
290 Biodiesel - Dye AddedChapter 70, Title 15, M.C.A.

Instructions

Distributor Report - Schedule(s) of Disbursements

General Instructions

This schedule(s) provide detail in support of the amount(s) shown as disbursements on the Distributor Report. Each disbursement of product should be listed on a separate line.

Identifying Information

Company Name, FEIN and License Number - Enter the name and numbers for the distributor shown on the Distributor Report.

Schedule Type and Product Type - Circle one of each.

Column Instructions

Column (1) & (2)	Carrier - Enter the name and FEIN of the company that transports the product.
Column (3):	Mode of Transportation - Enter the mode of transportation. Use one of the following: J - Truck P - Pipeline B - Barge R - Rail S - Ship (Great Lakes or ocean marine vessels)
Column (4):	Point of Origin/Destination - Enter the location the product was transported from/to.
Column (5):	Terminal Code - Use the IRS Terminal Control Code.
Column (6) & (7):	Sold To - Enter the name and FEIN of the company the product was sold to.
Column (8):	Date Shipped - Enter the date the product was shipped.
Column (9):	Bill of Lading Number - Enter the identifying number from the bill of lading.
Column (10):	Net Gallons - Enter the net amount of gallons disbursed.
Column (11):	Gross Gallons - Enter the gross amount of gallons disbursed.
Column (12):	Billed Gallons (use only if required by reporting state) - Enter the number of gallons billed to the customer (should equal either net or gross gallons).

Provide a grand total for columns 10, 11 and 12 on the last page of each schedule type for that schedule. Carry the total forward (gross as required by the reporting state) to the appropriate disbursements line on the Distributor Report.



Chapter 70, Title 15, MRC A

Instructions

Distributor Report - Schedule(s) of Receipts

General Instructions

This schedule(s) provide detail in support of the amount(s) shown as receipts on the Distributor Report. Each receipt of product should be listed on a separate line.

Identifying Information

Company Name, FEIN and License Number - Enter the name and numbers for the distributor shown on the Distributor Report.

Schedule Type and Product Type - Circle one of each.

Column Instructions

Column (1) & (2): Carrier - Enter the name and FEIN of the company that transports the product.

Column (3): Mode of Transportation - Enter the mode of transportation. Use one of the following:

J - Truck
P - Pipeline
B - Barge
R - Rail
S - Ship (Great Lakes or ocean marine vessels)

Column (4): Point of Origin/Destination - Enter the location the product was transported from/to.

Column (5) & (6): Acquired From/Sellers FEIN - Enter the name and FEIN of the company the product was acquired from.

Column (7): Date Received - Enter the date the product was received.

Column (8): Bill of Lading Number - Enter the identifying number from the bill of lading.

Column (9): Net Gallons - Enter the net amount of gallons received.

Column (10): Gross Gallons - Enter the gross amount of gallons received.

Column (11): Billed Gallons (use only if required by reporting state) - Enter the number of gallons billed to the customer (should equal either net or gross gallons).

Provide a grand total for columns 9, 10 and 11 on the last page of each schedule type for that schedule. Carry the total forward (gross as required by the reporting state) to the appropriate receipt lines on the Distributor Report.

Chapter 6 - File Transfer Method

Submit Motor Fuels Tax Report EDI File

The examples in this chapter are based on Microsoft Internet Explorer. Your browser may look slightly different.

Create your EDI file to be submitted to the Montana Department of Transportation.

The file name must be in the format of MTyymmm#####.txt.

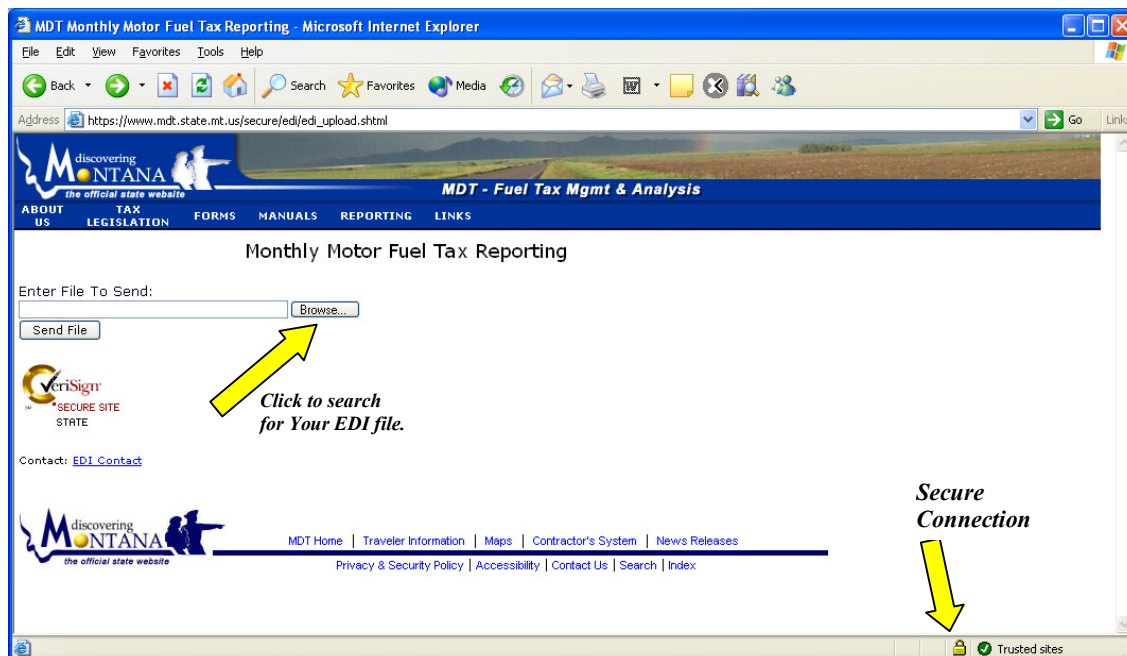
MT	=	state of Montana
yy	=	2 digit year
mmm	=	3 character month (capital letters)
#####	=	6 digit license number (starts with a zero)
.txt	=	3 character file extension

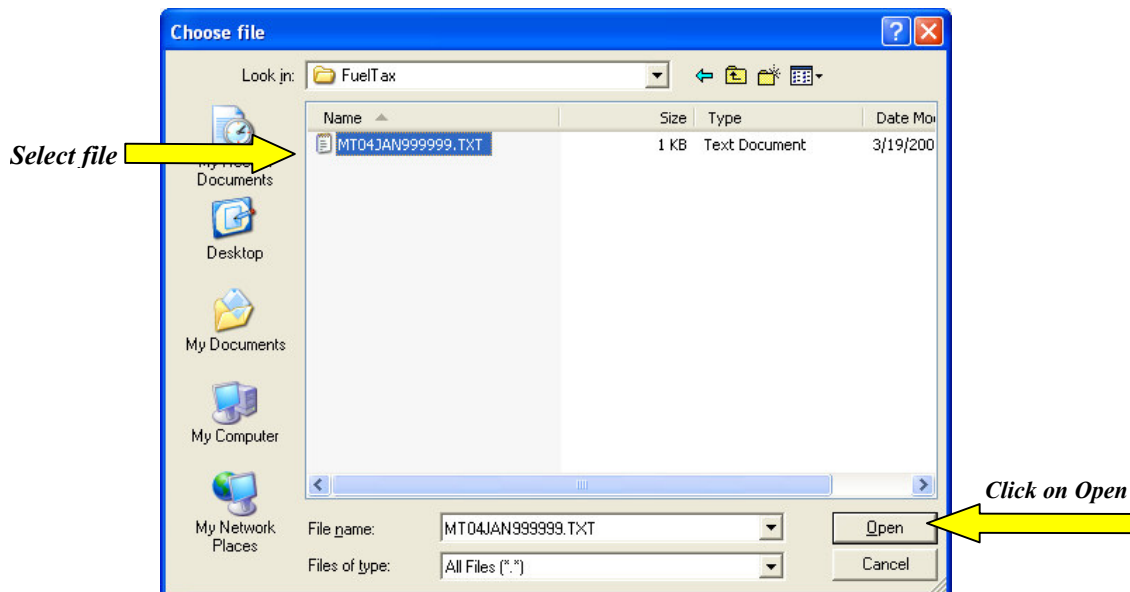
Through your WEB browser connect to the following web site

https://www.mdt.mt.gov/secure/edi/edi_upload.shtml

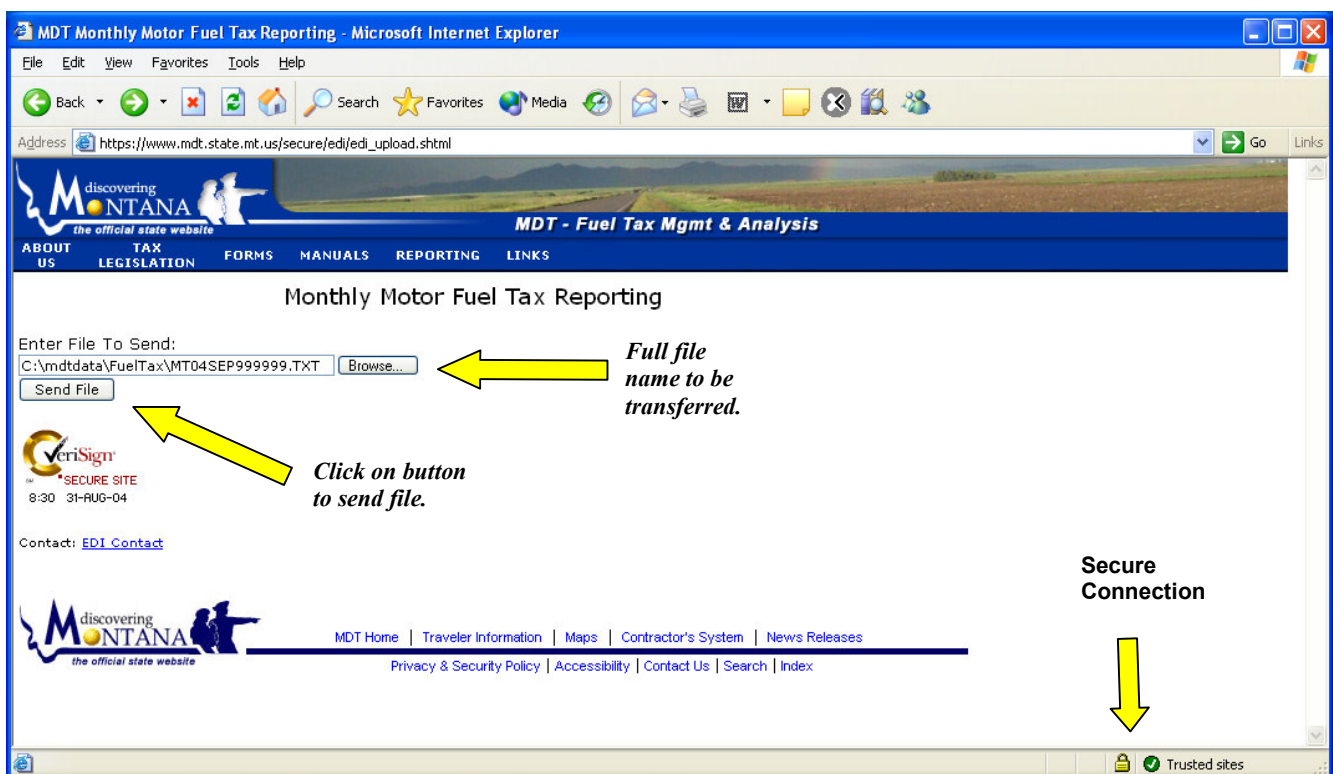
The following window displays on your machine allowing you to select the file from your PC to be transferred to the Montana Department of Transportation.

Click on the “Browse” button or enter the full path for the Motor Fuels Tax EDI file. The “Browse” button brings up the following screen to allow you to search for the file.

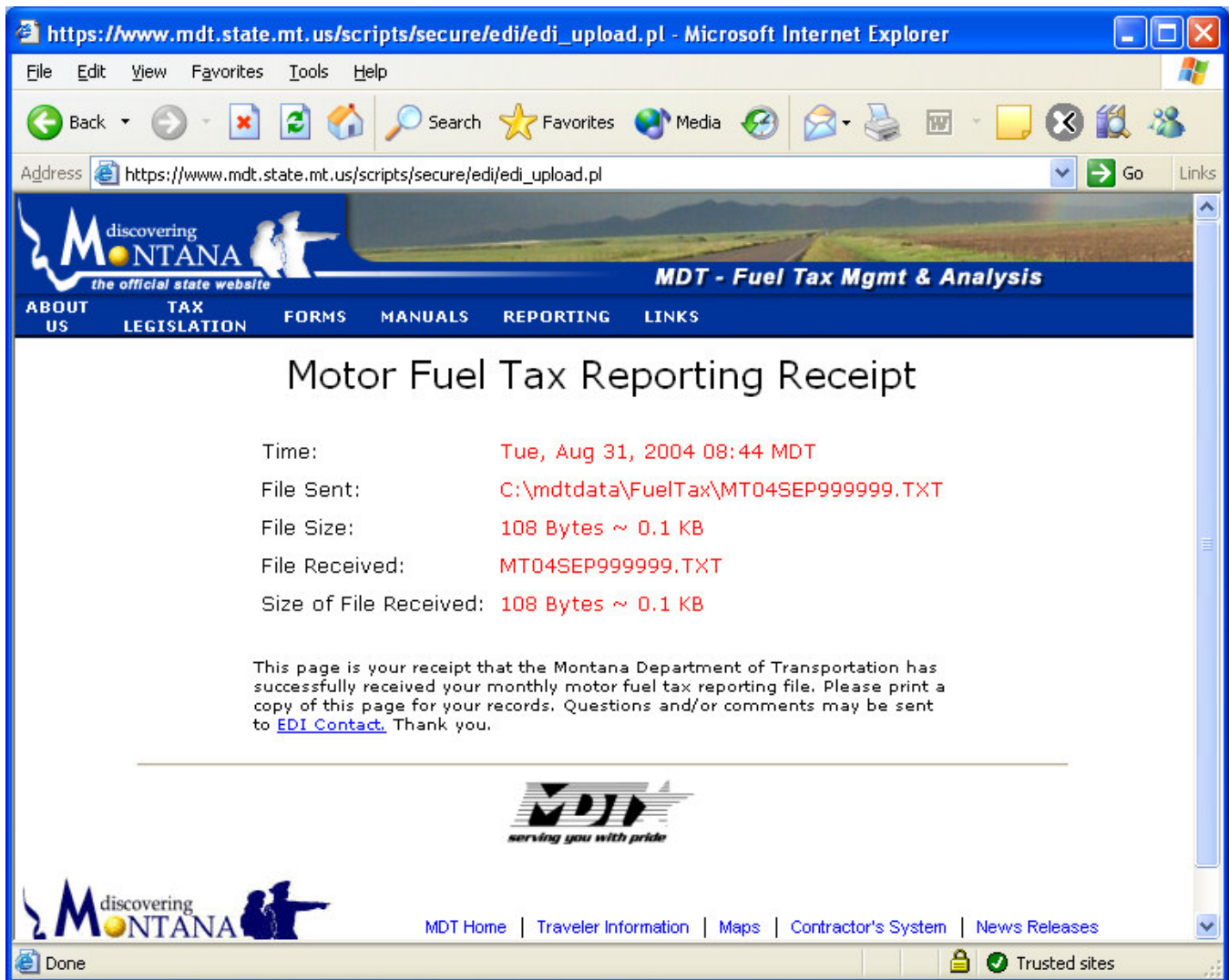




Select the directory where your fuel tax EDI file exists. Select the EDI file by scrolling down to the defined file. Click on the “Open” button. The file transfer screen will display with the file name filled in.

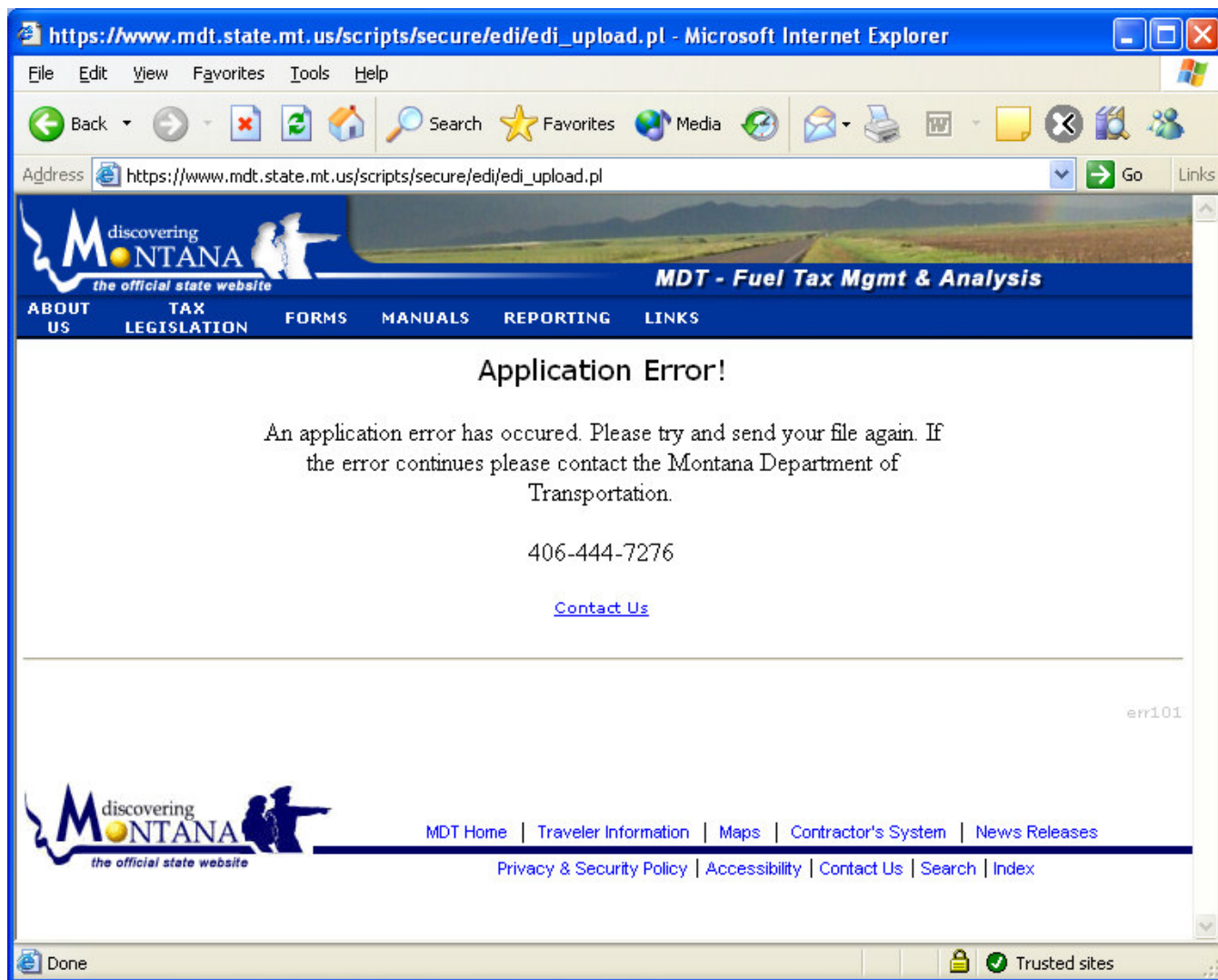


Click on the “Send File” button to transfer the file to the Montana Department of Transportation. You will receive a confirmation notifying you that MDT received the file at a certain date and time.



You can print this screen to keep a paper copy of this confirmation. A secondary notice will follow by e-mail within 2 working days verifying the tax liability computed by the Montana Department of Transportation.

If you receive the following error message, check that the name of the file follows the format defined above and that the file is truly an EDI file.



Appendix A - USA States, Canadian Provinces/Territories and Mexican States Codes

United States of America (USA) State	Abbreviation	Canadian (CAN) Province/Territory	Abbreviation
Alabama	AL	Alberta	AB
Alaska	AK	British Columbia	BC
Arizona	AZ	Manitoba	MB
Arkansas	AR	New Brunswick	NB
California	CA	Newfoundland	NL
Colorado	CO	Northwest Territory	NT
Connecticut	CT	Nova Scotia	NS
Delaware	DE	Nunavut	NU
District of Columbia	DC	Ontario	ON
Florida	FL	Prince Edward Island	PE
Georgia	GA	Quebec	QC
Hawaii	HI	Saskatchewan	SK
Idaho	ID	Yukon Territory	YT
Illinois	IL		
Indiana	IN	Mexican (MEX) State	Abbreviation
Iowa	IA	Aguascalientes	AG
Kansas	KS	Baja California	BJ
Kentucky	KY	Baja California Sur	BS
Louisiana	LA	Campeche	CP
Maine	ME	Chiapas	CH
Maryland	MD	Chihuahua	CI
Massachusetts	MA	Coahuila	CU
Michigan	MI	Colima	CL
Minnesota	MN	Distrito Federal	DF
Mississippi	MS	Durango	DG
Missouri	MO	Guanajuato	GJ
Montana	MT	Guerrero	GR
Nebraska	NE	Hidalgo	HG
Nevada	NV	Jalisco	JA
New Hampshire	NH	Mexico	EM
New Jersey	NJ	Michoacan	MH
New Mexico	NM	Morelos	MR
New York	NY	Nayarit	NA
North Carolina	NC	Nuevo Leon	NL
North Dakota	ND	Oaxaca	OA
Ohio	OH	Puebla	PU
Oklahoma	OK	Queretaro	QA
Oregon	OR	Quintana Roo	QR
Pennsylvania	PA	San Luis Potosi	SL
Rhode Island	RI	Sinaloa	SI
South Carolina	SC	Sonora	SO
South Dakota	SD	Tabasco	TA
Tennessee	TN	Tamaulipas	TM
Texas	TX	Tlaxcala	TL
Utah	UT	Veracruz	VZ
Vermont	VT	Yucatan	YC
Virginia	VA	Zacatecas	ZT
Washington	WA		
West Virginia	WV		
Wisconsin	WI		
Wyoming	WY		

Appendix B - Trading Partner Agreement



Montana Department of Transportation
Fuel Tax Management & Analysis Bureau

PO Box 201001
Helena, MT 59620-1001
Phone: (406) - 444-7276
FAX: (406) - 444-6032
TTY: (406) - 444-7696

Trading Partner Agreement For Electronic Data Interchange (EDI)

This Agreement is entered into on _____, by and between the Montana Department of Transportation, Administration Division ("MDT") and _____ ("Taxpayer").

MDT and the Taxpayer wish to provide a means by which the taxpayer will file its Montana Motor Fuel Distributor's report by electronically transmitting data in substitution for conventional, paper-based document and to assure that such report is legally valid and enforceable. In order to achieve this goal, the parties agree as follows:

1. **Term and Amendments:** This agreement shall be effective on the date shown above and shall continue until terminated by either party. A party may terminate this agreement by giving thirty (30) days written notice to the other party or by the cancellation of their Motor Fuels Distributor License. This agreement may be amended at any time by executing a written addendum signed by both the Taxpayer and MDT.
2. **Standards:** The Taxpayer will electronically transmit report to MDT according to MDT standards and instructions that may be issued by MDT from time to time. MDT will provide these standards and instructions to the Taxpayer in a reasonable time frame in advance of due dates to allow compliance with filing requirements.
3. **Third Party Service Providers:** The Taxpayer may transmit returns electronically to MDT through a third-party service provider. The Taxpayer shall be responsible for the costs of any provider of services with which it contracts in this regard, unless otherwise agreed upon in writing by both parties. The Taxpayer or third party provider will transmit returns electronically to MDT through the Internet secure upload site provided by MDT.
4. **System Operations and Security Procedures:** The Taxpayer, at its own expense, shall provide and maintain the equipment, software, services and testing necessary for the Taxpayer to transmit the electronic reports. MDT, at its own expense, shall provide and maintain the equipment, software, services and testing necessary for MDT to receive the electronic reports. Each party shall use security procedures, which are reasonably sufficient to ensure that all transmissions of the reports are authorized and to protect its business records and data from improper access.
5. **Signatures:** The name of the Taxpayer's authorized agent, or the Taxpayer's identification number, when included as part of the report filed pursuant to this agreement, shall constitute the signature of the Taxpayer on the report as if such report were actually signed by the Taxpayer.
6. **Receipt of Transmission:** A report shall be deemed to have been filed with MDT when the report, in the stipulated format, is accessible to MDT in the EDI upload directory provided or entered through the web system provided by MDT and is sufficiently free of errors to identify the filer and provide the MDT required information. The receipt of the report must be on or before the due date.
7. **Acknowledgement of Transmission:** Upon receiving a successfully transmitted report from the taxpayer, MDT will transmit an acknowledgement in return within three (3) business days from receipt of the report. An acknowledgement will mean only that MDT has received the Taxpayer's transmission. An acknowledgement does not imply any findings by MDT about the correctness of the report. A transmission that is received by MDT but is not in the stipulated format will not constitute a valid report.
8. **Garbled Transmissions:** If any transmission is received in an unintelligible or garbled form and MDT cannot identify the Taxpayer, no acknowledgement can or will be made. The absence of an acknowledgement shall be treated as notice to the Taxpayer that the report was not received by MDT in the required format.

9. **Record Retention:** All fuel tax records must be retained for three years.

1. **Admissibility of Returns/Reports as Evidence:** A verified copy of any report may be introduced in paper form as evidence in any judicial or administrative proceeding by either party to the same extent and under the same conditions as any other business record.
2. **Payments:** Payments to MDT for tax amounts due for reports received under this agreement must be made to MDT by Electronic Funds Transfer (EFT) method, unless other prior arrangements have been made.
3. **Governing Law:** This Agreement shall be governed by, and interpreted in accordance with the laws of the state of Montana.
4. **Identifying Codes & Numbers:** To ensure proper identification of electronically transmitted reports, the parties will exchange the identifying qualifiers FEIN or SSN and account number. Any change in these qualifiers will be communicated to the other party before any transmission using the new qualifier is sent. For accessing reports through the Internet, each electronic filer will receive an ID and password.

Taxpayer:

Print Name of Taxpayer or Authorized Agent

Signature of Taxpayer or Authorized Agent

Date

MDT Agent:

Vanessa Olson, Compliance Specialist

Print Name of Authorized Agent

Signature of Authorized Agent

Date

Appendix C - Electronic Funds Transfer (EFT) Agreement



**Montana Department of Transportation
Fuel Tax Management & Analysis Bureau**

PO Box 201001
Helena, MT 59620-1001
Phone: (406) 444-7672
FAX: (406) 444-6032
TTY: (406) 444-7696

**Agreement for Electronic Funds Transfer (EFT)
Automated Clearing House (ACH) Debit Authorization**

Company Name:

Company Address:

The Company hereby authorizes the Montana Department of Transportation (MDT) to collect payments for Motor Fuel Taxes and Montana Petroleum Storage Cleanup fees by EFT (ACH Debit). The Company certifies that it has selected the following depository financial institution and directs that all such electronic funds transfers be made as provided below.

Depository Institution Name:

Depository Institution Address:

Bank Routing Transit Number:

Company Account Number:

Company Tax ID Number:

Company EFT Contact:

Contact Phone Number:

Checking or Savings (*circle one*)

The Montana Department of Transportation will transfer funds from the company's account to the State of Montana's account on the 5th day after the 25th of the month in the amount owed to the Montana Department of Transportation for motor fuel taxes as stated by the company on their return or computed from details in an electronic filing.

The Company will give ten (10) days advance, written notice to the Montana Department of Transportation of any changes in the depository financial institution or request for other payment arrangements.

When properly executed, the authorization will become effective ten (10) days after its receipt by MDT.

Authorized Signature

Title

Date

"MDT attempts to provide reasonable accommodations for any known disability that may interfere with a person participating in any service, program, or activity of the department. Alternate accessible formats of this document will be provided upon request. For further information call (406)444-6331 or TTY 444-7696 or TTY (800)335-7592."

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